Chapter Overview

Introduction

The objective of this chapter is to provide a concise, user friendly job aid for transferring personnel. This chapter provides checklists, guides, and information required to complete this task.

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Section Overview

Introduction

This section guides you through the Permanent Change of Station (PCS) process.

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2.A.1 The PCS Transfer Process

2.A.1.1 Introduction

The transfer process depends on communication between many participants.

2.A.1.2 Process

This is the process. The SPO and unit are to build a relationship that ensures these items are completed using the most expeditious means possible.

Stage	Who Does It	What Happens
1	Member	Prepares E-Resume in Direct Access.
2	PSC	Issues transfer order in Direct Access (Airport Terminal).
3	SPO	Notifies unit when order is received. Notification includes any obligated service requirements. Members not serving on an indefinite enlistment contract must obligate service within 5 days of receipt of PCS orders.
4	Member/ Unit	Completes forms and worksheets for PCS departure, request for advance of travel funds, obligated service, BAH rate protection, passports, and ensures compliance with weight standards. Requests CAC-RAS access if member is departing to a non-CG unit (see https://cgportal2.uscg.mil/units/c4itsc/FSD/Shared%20Documents/EU-TT_Long-Term%20External%20Assignment.pdf).
5	Member/ Unit	If an Official Passport is required, follows instructions in chapter 9 of the Foreign Affairs Policy Manual, COMDTINST M5710.5 (series).
6	SPO	Approves and prints Direct Access orders.
7	PAO/ PPC (tvl)	If requested, processes travel advances **not more than 30 days prior to detachment**.
8	PSC (psd-fs)	If requested, processes members BAH rate protection request.
9	TO (TOPS site)	Counsels member and arranges shipment of HHG.
10	Unit	Endorses orders upon departure. Ensures member submits a CGFIXIT request for transfer of CGSWSIII account (see https://cgportal2.uscg.mil/units/c4itsc/FSD/Shared%20Documents/EU-TT-Transfer_Checklist.pdf). Ensures member's, and dependents' ID cards are up-to-date.
11	SPO	Approves and transmits PCS Departing Transactions.
12	Member	Reports to new unit, prepares forms and worksheets for PCS reporting, travel claims(s), housing allowances, etc. • Completes PCS travel claim(s) and forwards to approving official (Note: Approving Officials must be designated. See section 2.A.9.4) **not later than 30 calendar days after arriving at the command**. • Updates information (e.g. email address, home and mailing addresses, Emergency Contacts, etc.) in Direct Access. • Updates information (e.g. email address, home and unit addresses, default AO, etc.) in TPAX. • Goes to https://dmt.uscg.mil/dmt and updates contact information.
13	New Unit	• Endorses order with date and time reported and messing status (e.g. ENL BAS, ENL BAS MINUS DISC MEAL RATE). • Forwards the reviewed and signed approved travel claim(s) with original orders to PPC (tvl) **not later than two calendar days after receipt of claim(s) from the member or not later than 32 calendar days after member's arrival at unit, whichever is earlier**. • Forwards worksheets to SPO w/ copy of the endorsed order.
14	SPO	Completes PCS Reporting Transactions. Files supporting documentation in SPO-PDR and forwards copies to PSC (bops-mr) for inclusion in the I-PDR.
15	PPC (tvl)	Processes travel claim(s).

2.A.2 PCS/TEMDUINS Orders

2.A.2.1 Introduction

This section provides an overview of entitlements and options for members ordered PCS/TEMDUINS.

2.A.2.2 Household Goods

Members ordered PCS/TEMDUINS to an "A" school for a period less than 20 weeks are authorized to store their Household Goods (HHG) at their current Permanent Duty Station (PDS) in non-temporary storage (NTS). Once assigned to a new PDS, shipment of HHG to the new PDS is authorized.

2.A.2.3 Shipment of POV

The following restrictions apply for members who are ordered PCS/TEMDUINS from OUTCONUS:

- Members can elect to leave their POV at the current PDS and execute a power of attorney allowing a responsible individual to act on their behalf once they are in receipt of orders to their new PDS.
- Members, who elect to ship their POV while in receipt of TEMDUINS orders, are liable for all excess costs incurred.
- Members must pay the entire cost of transportation if a PCS authorization is not issued later.
- The authorization is specific to the Vehicle Processing Center (VPC): the entitlement is limited to the VPC closest to the new PDS.
- Members electing to transport their POV ICW PCS/TEMDUINS to A-School for less than 20 weeks must be counseled IAW JFTR, par. U5440-D.

2.A.2.4 Storage of POV

Long term storage of POVs is limited to those members in receipt of PCS orders to a country in which the POV cannot be shipped.
Note: Consult the processing VPC as to time limits applicable to pick-up.

Continued on next page

2.A.2 PCS/TEMDUINS Orders, Continued

2.A.2.5 Travel/ Transportation of Dependents

The following restrictions apply to dependents of members in receipt of TEMDUINS orders:

- Dependents are authorized to remain in government housing pending eventual PCS assignment.
- Dependents are authorized to remain in the vicinity of the current PDS pending eventual PCS assignment.
- Dependent entitlement cannot exceed the entitlement from the previous PDS to the next PDS.
- Dependent travel and transportation allowances are not authorized when members are assigned to a school as a student if the course of instruction is less than 20 weeks (JFTR, par. U5201-B1b applies).
- Dependent travel and transportation allowances commence upon member's receipt of PCS orders to the new PDS.
- A member authorized a housing allowance based solely for the purpose of paying child support is not authorized PCS travel entitlements for that dependent child(ren).

2.A.2.6 If transporting POV ICW PCS/ TEMDUINS

The following statement is placed on orders by PSC-epm-2:

Members assigned to an OCONUS unit who receive PCS/TEMDUINS orders to A-School for less than 20 weeks can elect to transport their privately owned vehicle (POV) under provisions of JFTR, par. U5440-D. JFTR, par. U5440-D states that POV transportation is permitted before PCS authorization/order is issued (i.e. prior to issuance of PCS orders from A-School) provided you agree by signing these orders that: You are financially responsible for the entire cost of transportation if a PCS authorization/order to authorize POV transportation is not later issued, or that you agree to pay any additional costs for POV transportation based upon the location of your new PDS. Should you elect to transport your POV, your authorization is from the POV port/Vehicle Processing Center (VPC) serving your OCONUS unit to the POV unloading port/VPC serving the PDS that will be identified at some time during your A-School assignment. If you receive orders back to your PDS or to another OCONUS PDS or to a PDS where transportation charges to the POV port/VPC exceeds transportation charges to the POV port/VPC where you shipped your POV ICW your A-School assignment, you are financially responsible for excess POV transportation charges.

Continued on next page

2.A.2 PCS/TEMDUINS Orders, Continued

2.A.2.7 BAH for members with dependents

See Coast Guard Pay Manual, COMDTINST M7220.29 (series), Section 3.G.5 (BAH-Assignment Situations, Members in transit) for guidance on the payment of BAH for members with dependents assigned PCS/TEMDUINS.

- The same rules apply to members en route PCS as to members assigned TEMDUINS.
- These members continue to receive BAH at the locality rate for their old PDS while TEMDUINS, unless the member had a previously approved BAH-rate protection request in place, in which case they would continue to receive BAH at the locality rate for their dependent's location/previous PDS.
- BAH is not payable while the member's dependents occupy government quarters at the old PDS.
- A BAH rate protection request must be submitted and approved by PSC (psd-fs), per Section 3-C (PAYMAN), in order for the SPO to pay BAH for any locality other than the member's old PDS or as provided in a previously approved BAH rate protection request.

2.A.3 PCS Departing Checklist

2.A.3.1 Introduction

Use this check list to assist the member, unit, and SPO in completing all necessary tasks required for departing PCS; and in conjunction with the Overseas Transfer Checklist (see section 2-A-4) for members transferring OUTCONUS.

2.A.3.2 References

(a) Military Assignments and Authorized Absences, COMDTINST M1000.8(series)
(b) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8(series)
(c) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2(series)
(d) Joint Federal Travel Regulations (JFTR), Vol I (Military)
(e) Coast Guard Pay Manual, COMDTINST M7220.29(series)
(f) Coast Guard Supplement to the Joint Federal Travel Regulations (CGS-JFTR), COMDTINST M4600.17(series)
(g) Identification Cards for Members of the Uniformed Services, their Eligible Family Members, and other Eligible Personnel, COMDTINST M5512.1(series)
(h) Coast Guard Personal Property Transportation Manual, COMDTINST M4050.6
(i) Foreign Affairs Policy Manual, COMDTINST M5710.5(series)
(j) Coast Guard Servicing Personnel Office (SPO) Manual, PPCINST M5231.3(series)
(k) Government Travel Charge Card (GTCC) Program, Policies and Procedures, COMDTINST M4600.18(series)
(l) Personnel Security and Suitability Program, COMDTINST M5520.12(series)
(m) Military Personnel Data Records (PDR) System, COMDTINST M1080.10(series)
(n) Motor Vehicle and Recreational Off-Duty Safety Manual, COMDTINST M5100.5(series)
(o) Coast Guard Housing Manual, COMDTINST M11101.13(series)

2.A.3.3 Checklist

Follow these steps when a member receives a PCS transfer order.

Step	Action	Reference	Date/Initials
1	Ensure member is eligible for transfer.	Ref (a) 1.B	
	Ensure member meets weight standards **within 30 days of PCS departure**.	Ref (b)	
	Ensure member meets obligated service requirements for transfer. Complete CG-2045, Career Intentions Worksheet and forward to SPO if member needs to extend enlistment. Members not serving on an indefinite enlistment contract must obligate service within 5 days of receipt of PCS orders.	Ref (a) 1.B.6	
	Counsel member on SRB entitlement if additional obligated service is required.	Ref (c) 1.B	
2	Complete member screening for assignment to semi-isolated units (if applicable) and administrative assignments.	Ref (a) 1.E	

Continued on next page

2.A.3 PCS Departing Checklist, Continued

2.A.3.3 Checklist (continued)

Step	Action	Reference	Date/Initials
3	Complete Coast Guard Sponsor Notification Form CG-6058, and send it to the member's destination.	Ref (a) 1.A.14	
4	Counsel member on PCS travel entitlements, and complete PCS Entitlements Worksheet (CG-2003). **Note**: AMHS Ferry tickets and other commercial carrier reservations shall be made through the Travel Management Office (TMC). Charges are made against the member's Individually Billed Account (IBA/GTCC). The Centrally Billed Account (CBA) shall be used and annotated on the orders "Authorized use of the CBA" when the PCS delay exceeds 15 days or when the member does not possess an IBA/GTCC. **Note**: A member authorized a housing allowance based solely for the purpose of paying child support is not authorized PCS travel entitlements for that dependent child(ren).	Ref (d), Chap 5 Ref (k), Chap 1 Gov't Travel Charge Card Web Page	
5	Verify member's entitlement to FSH and/or FSA-R and BAH allowances. • Complete Basic Allowance for Housing Rate Protection Worksheet (CG-2025A) if member is eligible for, and desires BAH Rate Protection. Forward completed worksheet to Commander, PSC (PSD-FS) for approval.	Ref (e) 3.C	
6	Complete PCS Departing Worksheet (CG-2000), and, if applicable, a PCS/TEMDUINS to "A" school worksheet (CG-2001). Forward to SPO for data entry. If applicable, complete request to COMDT (CG-1332) for travel by more than 2 POC's IAW Sec. 2.A.16 of this manual.		
7	Submit a PPC Customer Care Ticket to revoke "All" TPAX permissions other than self service. (Unless the member is separating, then request TPAX account to be locked).		
8	Review Unit Audit Report (http://cgweb.PPC.uscg.mil/travel/audits/) or Individual Audit Report (https://www.fincen.uscg.mil/TVS_Aux2/) **If member has any outstanding Audit requests, gather audit information <u>before member departs</u> and mail to PPC (tvl).**	Sec. 2.B.17 of this manual	
9	Ensure Common Access card for member and ID cards for dependents are valid (Note: Ensure member knows his/her PIN number).	Ref (g)	
	Verify that member's dependents are enrolled in DEERS and instruct member on procedure for reporting change of address to DEERS.	Sec. 5.B.17 of this manual	
10	If PCS assignment is to a unit/position outside of the Coast Guard (e.g., Liaison Duty, Joint Duty, Advanced Education, MEPS) submit request for CAC-RAS (remote access to the CG network) See: https://cgportal2.uscg.mil/units/c4itsc/FSD/Shared%20Documents/EU-TT_Long-Term%20External%20Assignment.pdf		
11	Ensure member has an appointment scheduled with transportation office (TOPS site) to arrange shipment of HHG.	Ref (h)	

Continued on next page

2.A.3 PCS Departing Checklist, Continued

2.A.3.3 Checklist (continued)

Step	Action	Reference	Date/Initials
12	Ensure an Application for Assignment to Military Housing, Form CG-5267, is submitted to the housing office at the member's new duty station.	Ref (o) as amended by Flag Voice 384	
13	If member is being assigned to a unit where his/her official duties are expected to result in international travel into or out of a country requiring an official passport to enter or exit that country, (see electronic Foreign Service Guide) ensure member completes official passport application.	Ref (i) Procedures for obtaining official (no-fee) passports can be found on the CG-DCO-1 CGPortal Page Ref(i)	
14	If member and/or dependents are required to travel outside of the U.S. in order to reach new duty station (e. g. PDS is in Alaska and travel via Canada), ensure official passport application is completed. (See step 10).		
15	SPO prepares orders and the Advance Signature Proxy submits PCS Advance in WEB TPAX for travel advances up to 80% of the PCS travel entitlements. Notes: The PCS advance shall not be submitted to PPC, except under extenuating circumstances, more than 30 days before the member detaches. Include a complete breakdown of all advances in the remarks block of the orders (Order notes in DA) see 2.A.8.3 for an example entry. Also, note in the remarks block of the orders if the member is married to another member.	Ref (d) 2300, Sec. 2-A-8 of this manual, Ref (f) Par. 5020	
	SPO AO reviews PCS Advance in WEB TPAX approves no more than 30 days before the member detaches, except under extenuating circumstances. (Submit a Customer Care Ticket to PPC Travel for authorization of payment beyond 30 days.		
16	Prepare PCS Departing Transactions (SPO). (Note: For PHS Officers assigned to the Coast Guard, notify PSC (OPM-2) when Officer departs, they are the SPO for PHS Officers).	Ref (j) Part IV	
17	Transfer Government Travel Charge Card account to the new coordinator.	Ref (k)	
18	Complete an Enlisted Employee Review (EER). E7 and above - if on the date of detachment 184 or more days have elapsed since the last EER was completed. All Others - if on the date of detachment 92 or more days have elapsed since the last EER was completed.	Ref (c) 5 Direct Access Guide, EER	
19	Ensure security debriefing is conducted.	Ref (l)	
20	Review PDR. Forward SPO PDR and Unit PDR to receiving SPO unless member is authorized to hand-carry IAW COMDTINST M1080.10(series).	Ref (m)	
21	Notify Health Record Custodian to forward Medical PDR.	Ref (m)	
22	Members who are traveling more than 400 miles in their private motor vehicle shall complete a TRiPS assessment and have their supervisor review and approve the assessment prior to detaching from their command. TRiPS can be accessed at Commandant (CG-1131) Motor Vehicle web page or directly at: https://trips.safety.army.mil/Default.aspx?alias=trips.safety.army.mil/coastguard&	Ref (n) 1.F.4.f	
23	Ensure IT support staff (CG FIXIT) is notified of member's PCS so they can initiate an "Employee Transfer". It is imperative that users properly check-out with their computer support staffs prior to PCS departure to ensure proper account transfers. (see https://cgportal2.uscg.mil/units/c4itsc/FSD/Shared%20Documents/EU-TT-Transfer_Checklist.pdf)		

2.A.4 Overseas/OUTCONUS Transfer Checklist

2.A.4.1 Introduction

This checklist must be used along with the PCS Departing Checklist (section 2-A-3) when a member receives overseas orders.

2.A.4.2 References

(a) Military Assignments and Authorized Absences, COMDTINST M1000.8
(b) Coast Guard Medical Manual, COMDTINST M6000.1(series)
(c) Foreign Affairs Policy Manual, COMDTINT M5710.5 (series)
(d) Coast Guard Housing Manual, COMDTINST M11101.13 (series)

2.A.4.3 Checklist

Step	Action	Reference	Date/ Initials
1	Ensure that message concerning overseas transfer with list of screening questions is received from entry approval point. Member must be in compliance with all Overseas Duty Suitability requirements as well as the requirements listed in the Overseas Transfer Message. An Entry Approval Request Message must then be sent IAW Step 7 below.	Ref (a) 1.H.2	
2	Screen member and/or dependents to determine suitability for overseas assignment within 10 days of receipt of transfer order. Use the "Command Checklist for Overseas Screening", Exhibit 1.H.1 and 1.H.2 "Overseas Screening for Active Duty Dependents", of Ref (a), and the list of screening questions sent by the overseas command to complete the interview.	Ref (a), Exhibit 1.H.1	
3	Ensure the servicing SPO supervisor has verified the "Command Checklist for Overseas Screening" for completeness, signed, and faxed to the Entry Approval Point within 15 days of receipt of transfer authority with copies filed in SPO and Unit PDR.	Ref (a), Exhibit 1.H.1	
4	Ensure the member <u>and dependents</u> are medically qualified for overseas transfer. The member must have an approved overseas physical including immunizations and any essential dental treatment completed within the last 6 months.	Ref (a), 1.H.3 Ref (b)	

Continued on next page

2.A.4 Overseas/OUTCONUS Transfer Checklist, Continued

2.A.4.3 Checklist (continued)

Step	Action	Reference	Date/ Initials
5	Ensure member and dependents • have valid CAC and ID cards • have International Certificates of Vaccination PHS-731 (if required) • are provided with detailed information concerning tour length and have elected an appropriate tour • are counseled regarding overseas station allowances when member is assigned to a restricted area and dependents reside in an area outside the U.S • are counseled regarding requirements for the transportation of pets and/or firearms to new PDS	Ref (a) 1.H.7	
6	If PDS is outside the U.S. or if travel requires crossing the U. S. border, ensure arrangements are made for MBR and dependents to apply for an official passport. (e.g. PDS is in Alaska and traveling via the Canada-U. S. border), (see electronic Foreign Service Guide).	Ref (c) Procedures for obtaining official (no-fee) passports can be found on the CG-DCO-1 CGPortal Page	
7	Send entry approval request message to overseas command. **Note:** Ensure that the overseas command has received a copy of the Command Checklist for Overseas Screening prior to requesting approval.	Ref (a), 1.H	
8	Ensure an Application for Assignment to Military Housing, Form CG-5267, is submitted to the housing office at the member's new duty station.	Ref (d) as amended by ALCOAST 016/13	
9	Ensure entry approval has been granted prior to member receiving ORIGINAL orders or travel advances.	Ref (a), 1.H.4.a	

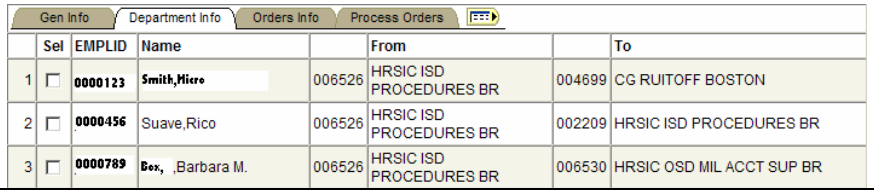
2.A.5 Preparation of the PCS Transfer Order (CG-5131)

2.A.5.1 Introduction

This section provides the procedure for a user at the Servicing Personnel Officer (SPO) to create the PCS Transfer Order

2.A.5.2 Procedure

Start PeopleSoft, sign-in and follow the steps below to complete the PCS Travel Orders:

Step	Action
1	Access the orders: • From your Direct Access Work list (if your supervisor routed them to you from the Airport Terminal). Or by selecting menu items in the following order: • Enterprise Menu > Administer Workforce > Track Global Assignments (GBL) > Use > PCS Orders , or • Enterprise Menu > Develop Workforce > Plan Careers > Inquire > Arrivals and Departures You can also access orders from the Airport Terminal. The Airport Terminal menu path is - Self Service > Self Service for Commands > Use > Command Information Detailed instructions for the Airport Terminal can be obtained from the PPC website at: http://www.uscg.mil/ppc/ps/assignment_system/airport_terminal/airportterminal.htm
2	At the Departures listing screen. Click the **Process Orders** tab  Gen Info | Department Info | Orders Info | Process Orders Sel | EMPLID | Name | From | To 1 | 0000123 | Smith,Micro | 006526 | HRSIC ISD PROCEDURES BR | 004699 | CG RUITOFF BOSTON 2 | 0000456 | Suave,Rico | 006526 | HRSIC ISD PROCEDURES BR | 002209 | HRSIC ISD PROCEDURES BR 3 | 0000789 | Box, ,Barbara M. | 006526 | HRSIC ISD PROCEDURES BR | 006530 | HRSIC OSD MIL ACCT SUP BR

Continued on next page

2.A.5 Preparation of the PCS Transfer Order (CG-5131), Continued

2.A.5.2 Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>Click the Route/Work button of the Employee ID for the Orders you wish to complete.
Route/Work This button can also be used for Supervisors routing work to personnel within the SPO.</td></tr>
<tr><td>Notes</td><td>Status of Orders:
<table>
<tr><th>Status</th><th>Meaning</th></tr>
<tr><td>Apvd Mtual</td><td>An approved mutual exchange of station.</td></tr>
<tr><td>Apvd Std</td><td>An approved set of regular orders.</td></tr>
<tr><td>Apvd Unlat</td><td>An approved order for a unilateral.</td></tr>
<tr><td>Cancel</td><td>Canceled orders</td></tr>
<tr><td>Enroute</td><td>Enroute (based on estimated departure date)</td></tr>
<tr><td>Finished</td><td>The member has departed the old unit and has reported into the new unit (JUMPS 8C's have processed).</td></tr>
<tr><td>Proposed</td><td>Orders in a proposed status</td></tr>
<tr><td>Ready</td><td>Indicates the orders have been worked (member specific changes have been made to the orders) and the orders are now 'Ready' for the member to travel.
Note: Orders for extensions and fleet ups do not change to a ready status because travel entitlements are not applicable.</td></tr>
<tr><td>X Ord/TONO</td><td>Cancel the orders but keep the TONO active.</td></tr>
</table></td></tr>
<tr><td>4</td><td>If you began in the Airport Terminal, a new window will open. The path in the window is now the PCS Orders menu.</td></tr>
<tr><td>5</td><td>Click in the Authorizing Official (Name, Rate/Rank) field. Enter the Name and Rate/Rank of the Official signing the Orders:
Authorizing Official (Name, Rate/Rank):</td></tr>
</table>

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2.A.5 Preparation of the PCS Transfer Order (CG-5131), Continued

2.A.5.2 Procedure (continued)

Step	Action
6	Nature of Duty Section: For Assignment Officer issued orders this field is already set. For a Nature of Duty listing, click on the drop down button. **Nature Duty** Duty Duty Further Assignment Home awaiting order status Inactive to Active Status Inpatient Instruction Inter Office Transfer Medical Leave TONOS Outpatient Medical Treatment Reserve PCS w/o Duty Separation
Note	Steps 7-9 must be completed for each type of delay, such as Authorized Travel Time, and Authorized Proceed Time. Add a Delay Period by clicking on the Add button.
7	Scroll down to the Authorized Delay Enroute Section. Click in the **Begin Date** field and enter a date in MMDDYYYY format. OR Click the **Choose a Date** to select a Begin Date. **This is the leave date the member is planning on departing his current unit, normally taken from the members PCS Departing Worksheet. (The actual dates are to be entered upon departing member and reporting member.)** To toggle through months and years click
8	Click in the **End Date** field and enter a date MMDDYYYY format, OR Click the **Choose a date** to select an End Date. Click the **Choose a date** button to select a Date.

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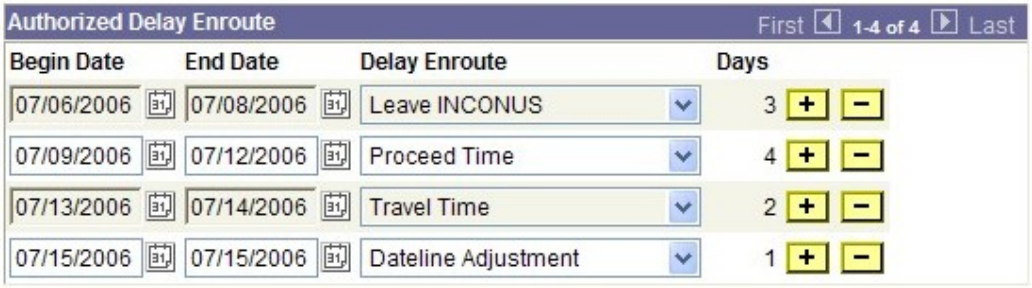
2.A.5 Preparation of the PCS Transfer Order (CG-5131), Continued

2.A.5.2 Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9</td><td>Click the Delay Enroute dropdown button to view and select from the list. Select the type of delay authorized for the dates entered.
<table>
<tr><th>Delay</th><th>Use</th></tr>
<tr><td>Travel Time</td><td>If member is authorized travel time, enter the inclusive dates (in steps 7 and 8) for the number of days the member is authorized</td></tr>
<tr><td>Proceed Time</td><td>If member is authorized proceed time, enter the inclusive dates (in steps 7 and 8) for the number of days the member is authorized.</td></tr>
<tr><td>Leave INCONUS</td><td>If member is authorized leave INCONUS, enter the inclusive dates (in steps 7 and 8) for the number of days the member is authorized.</td></tr>
<tr><td>Leave OCONUS</td><td>If member is authorized leave OUTCONUS, enter the inclusive dates (in steps 7 and 8) for the number of days the member is authorized.</td></tr>
<tr><td>Compensatory Absence</td><td>If member is authorized compensatory absence, enter the inclusive dates (in steps 7 and 8) for the number of days the member is authorized.</td></tr>
<tr><td>Non-Chargeable Absence</td><td>If member is authorized non-chargeable absence, enter the inclusive dates (in steps 7 and 8) for the number of days the member is authorized.</td></tr>
<tr><td>Dateline Adjustment</td><td>If the member crossed the international dateline, enter the inclusive date (in steps 7 and 8), normally 1 day. For members traveling West to East use the same date as the reporting date. For members traveling East to West, use the date the member departed their PDS. The United States is in the West. If crossing was West to East, the total of all delay entries including DA should equal authorize delay total. If crossing was East to West, add all delay entries other than DA, then subtract 01. The balance must equal authorized delay total.</td></tr>
</table>
Example PCS Delay With Dateline Adjustment (West to East):

</td></tr>
</table>

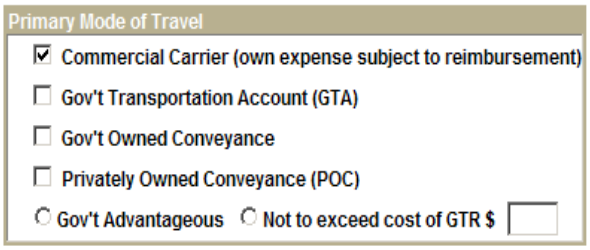
Continued on next page

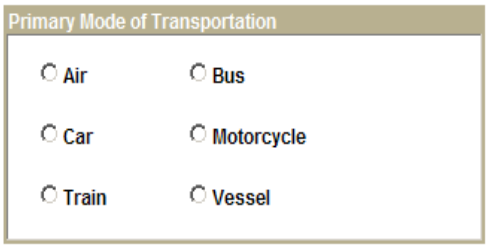
2.A.5 Preparation of the PCS Transfer Order (CG-5131), Continued

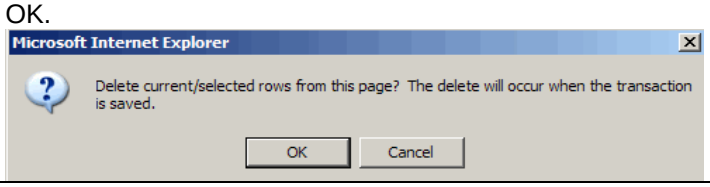
2.A.5.2 Procedure (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10</td><td>Scroll down to the

section and Click the Duty tab.

.
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Nature of Duty</td><td>Make a selection from the dropdown menu.</td></tr>
<tr><td>Per Diem</td><td>This button is not Active (nothing happens when clicked) for PCS Orders. Enter Per Diem entitlement in Notes (remarks)</td></tr>
</table></td></tr>
<tr><td>11</td><td>Select primary mode(s) of travel. When an item(s) is selected, an item in Primary Mode of Transportation must also be selected.


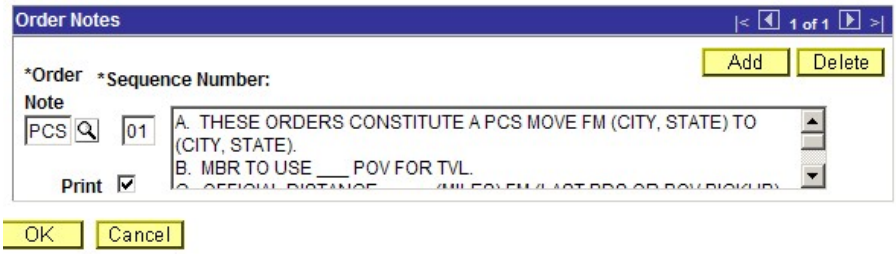


.
Commercial Carrier (own expense subject to reimbursement) is the default setting. Deselect if not the primary mode of travel</td></tr>
<tr><td></td><td>The sections titled Remain Over Night (RON) and Medical Travel apply to TAD travel authorizations.</td></tr>
<tr><td>12</td><td>If Other Authorized Expenses are authorized (normally this won’t apply to PCS Orders), Select the Magnifying glass in the Search Dialog Box. Enter the Misc Expense code (if already known), or a description to lookup a specific authorization.
Click on the Lookup to view a listing of available Authorized Expenses.</td></tr>
<tr><td>13</td><td>To add additional authorized expenses, click on the Add button. To remove expenses click on the Delete button. When selecting the delete button, the following window will display, click OK.

</td></tr>
</table>

Continued on next page

2.A.5 Preparation of the PCS Transfer Order (CG-5131), Continued

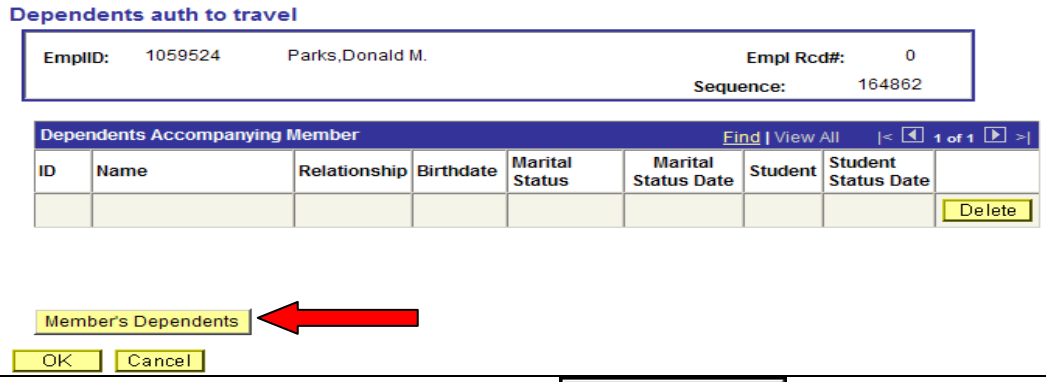
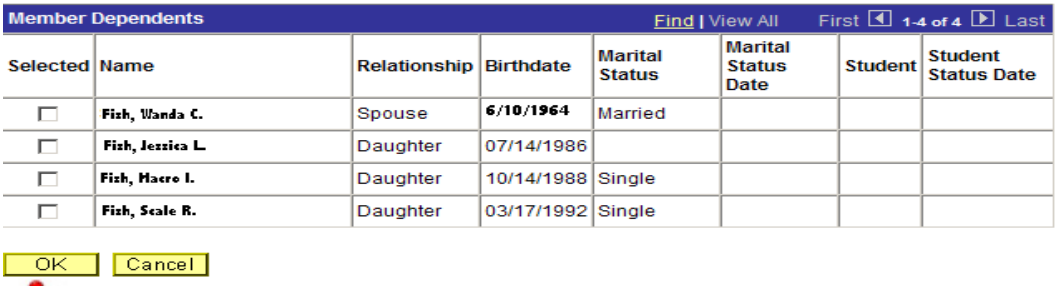
2.A.5.2 Procedure (continued)

Step	Action
14	Scroll to the bottom and click on the Orders Notes Button [Order Notes]
15	Select Magnifying glass to obtain Search Dialog Box. To obtain PCS Order notes, select Lookup or enter **PCS** in the Description box and select Lookup. Orders generated by CG PSC have pre-filled notes. These notes should not be changed without CG PSC approval. To add additional notes click on the [Add] button and click on the OK button when complete. [OK]. Note: The order note "**PCS**" contains standard remarks, applicable to all PCS orders, which may be edited as necessary by the SPO.  **Reminder**: Standard Remarks/Orders Notes entered by the CG PSC (opm/epm) Assignment Officer shall not be modified or deleted by other users. Always add a new order note entry to add remarks to orders. **These notes should not be deleted or modified without CG PSC approval.** If advances are authorized, include a complete breakdown of the PCS travel entitlements: Example: DLA w/Dependents: $2000.00 @80% $1600.00 Mbr. MALT Plus: $ 200.00 @80% $ 160.00 Dept. MALT Plus: $ 100.00 @80% $ 80.00 Advance TLE: $ 500.00 @80% $ 400.00 Total: $2800.00 @80% $2240.00 **PCS TVL Advance Authorized at @80% $2240.00**
16	Scroll down to the bottom of the page and click the [Dependents Auth to Travel] button.

Continued on next page

2.A.5 Preparation of the PCS Transfer Order (CG-5131), Continued

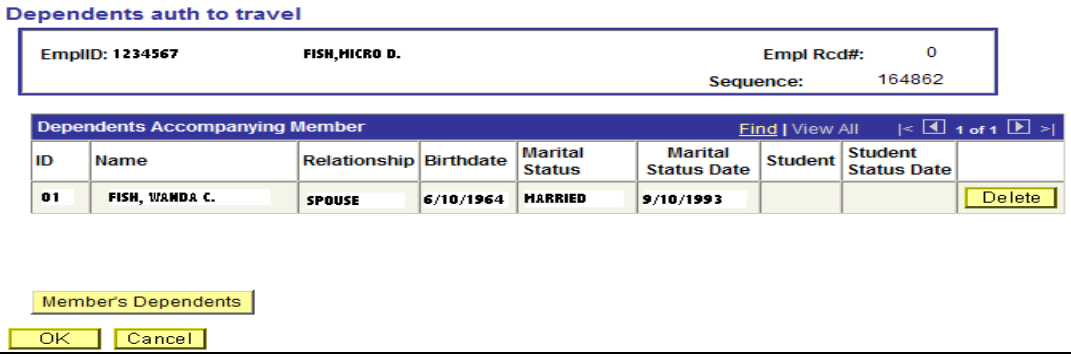
2.A.5.2 Procedure (continued)

Step	Action
17	The field "Dependents Accompanying Member" appears blank. 
18	Click the **Member's Dependents** button. . Member's Dependents. A listing of Dependents for the member populates.  Dependents must be already in direct access as dependents to appear on this screen. Dependents not appearing on this screen must first be added in Direct Access. BAH eligible dependents are defined in Chapter 3-D of the Coast Guard Pay Manual, COMDTINST M7220.29(series) A member authorized a housing allowance based solely for the purpose of paying child support is not authorized PCS travel entitlements for that dependent child(ren).
19	To Select members authorized to travel on the Travel Orders, click the **Selected** option. ☐. Once selected, a check mark appears next to the Dependents Name. ☑ . Click the **Ok** button. OK

Continued on next page

2.A.5 Preparation of the PCS Transfer Order (CG-5131), Continued

2.A.5.2 Procedure (continued)

Step	Action
20	The Dependent selected now appears on the **Dependents auth to travel** screen as below. Click the **Ok** button. OK. 
21	Click the **Save** button. Save
22	Scroll down to and Click the **Route For Approval** button. Route For Approval.
23	Only a CGHRSUP (SPO Supervisor) can approve these orders. Enter the Employee ID of the Supervisor who will be approving these orders in the Route to field. Click Enter You can also click on the button to look up the Approvers Employee ID

2.A.6 Automatic Stops of Pay and Allowances

2.A.6.1 Introduction

Certain pay entitlements are automatically stopped when the departing or reporting endorsement on orders transaction processes.

2.A.6.2 References

(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
Chapter 3, Allowances
Chapter 4, Special Pay
Chapter 5, Incentive Pay
(b) JFTR, par. U9100, Housing and Cost-of-Living Allowances

2A.6.3 Auto Stops on PCS

This table shows pay entitlements that automatically stop when a PCS transfer occurs. No pay transaction data entry (other than the PCS transaction) is required to stop these entitlements. However, data entry is required if the member's entitlement period ends prior to the day/date shown below.
Note: Automatic stops do not occur on interoffice transfers.

Entitlement Description	When the Entitlement Auto-Stops
Basic Allowance for Housing - Child (BAH Diff) (Codes P or Q)	On the day prior to PCS departure.
Basic Allowance for Housing (BAH)-Without Dependents	On the PCS departure day.
Basic Allowance for Housing - Partial (BAH Partial)	On the day prior to PCS departure.
Enlisted Discount Meal Rate deduction	On the day prior to PCS departure.
Enlisted Basic Allowance for Subsistence (ENL BAS)	On the effective date of reporting PCS.
Career sea pay/time and premium	On the PCS departure day.
Combat SGLI Allowance	On the last day of the month of the effective date of PCS departure.
Combat Tax Exclusion	On the last day of the month of the effective date of departure.
CONUS Cost of Living Allowance (CCOLA)	On the day prior to the effective date of PCS reporting.

Continued on next page

2.A.6 Automatic Stops of Pay and Allowances, Continued

2.A.6.3 Auto Stops on PCS (continued)

Entitlement Description	When the Entitlement Auto-Stops
OUTCONUS-Cost of Living Allowance (OCOLA), with or without dependents and partial If dependents are delayed (see note below)	On the day prior to PCS departure. Date last dependent departs within 60 days.
Crew flight pay (enlisted only)	On the PCS departure day.
Diving Pay	On the PCS departure day.
Family Separation - Housing (FSH)	On the day prior to PCS departure.
Family Separation Allowance	On the day prior to reporting, less any leave, proceed time or compensatory absence.
Hardship duty pay-location	On the PCS departure day.
Hostile Fire, Imminent Danger Pay	On the PCS departure day.
Non-crew flight pay	On the PCS departure day.
Overseas Housing Allowance (OHA), with and without dependents If dependents are delayed (see note below)	On the day prior to PCS departure. Date last dependent departs (Delay not to exceed 60 days).
Responsibility Pay	On the PCS departure day.
Diving Duty Pay	On the PCS departure day.
Special Duty Assignment Pay (SDAP)	On the day prior to PCS departure.
Flight Deck Hazardous Duty Incentive Pay	On the PCS departure day.
Foreign Language Proficiency Pay	On the day prior to PCS departure.
Hazardous Duty Incentive Pay for Visit, Board, Search & Seizure	On the PCS departure day.
Exclusion from State Income Tax Withholding (SITW)	Member's exclusion from SITW ends the day prior to PCS reporting if member is assigned to unit in a state that taxes military pay while member is stationed within the state (See Chap. 8-B).

Note: Member must obtain authorization to continue OHA/OCOLA from COMDT (CG-1332) prior to PCS departure. CG-1332 forwards approved requests for continuation of OHA/COLA to PPC (mas) for payment.

2.A.7 How to Prepare NATO Supplemental Orders

2.A.7.1 Introduction

A NATO order, along with proper identification, allows an individual to pass without difficulty from one NATO nation to another. This order is only for the movement of military personnel, their personal baggage, individual weapons, and official documents. The NATO Travel Order Statement is placed on the back of the PCS or TDY order or as a separate sheet to accompany the TDY/PCS order.

2.A.7.2 References

(a) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series), 1-A-17

2.A.7.3 Format for order

The below table describes how to complete a NATO order.

Step	Action
1	Top of letterhead/page type: Grading of Form: NATO UNCLASSIFIED
2	Include in the heading: country of origin, employee ID and the date the order is prepared.
3	In the first paragraph include: • Name, rank, grade and ID card number. • Destination, within NATO country. • Date of departure from original country. • Number of days member will remain in NATO country, if PCS, so indicate.
4	In the second paragraph include: Authorization for member to possess and carry firearms.
5	In the third paragraph include: The number of official dispatches and that they are official documents.
6	In the fourth paragraph include: A certification that the travel is under the provisions of the NATO Status of Forces Agreement.

Note: Officer authorizing the NATO travel signs the order.

Continued on next page

2.A.7 How to Prepare NATO Supplemental Orders, Continued

2.A.7.4 Recommended format

Here is a recommended format for NATO travel orders. Another example is available online at https://secureapp2.hqda.pentagon.mil/passportmatters/Visas/VisaER/NATO_order.htm.

Note: NATO travel orders are prepared in English and French. Any instructions printed on the reverse of the orders are to appear in English only.

Grading of form: **NATO UNCLASSIFIED**

NATO TRAVEL ORDER **ORDRE DE MISSION OTAN**

Country of Origin: Employee ID Number
Pays de provenance: Date order issued

1. The bearer (and group as shown heron or on attached list)
Le porteur (et personnel porte ci-dessus ou sur la list jointe)

Personal/Identity Card No. (if any) Name: Rank/Grade
*No Mle/de la cazrte d'identite*_____ *Nom:*_____
(s'il y a lieuy)

Will travel to:
fera mouvement a: _____

Date of departure
*Date du depart, le (ou vers le):*_____

___For a period of approximately _____days _____For permanent change of station,
*Pour a peu pres*_____*jors*_____ *Pour changement permanent de garnison.*

2. Authority (is)(is not) granted to possess and carry arms.
Autorisation dep port d'armes (accordee) (non accordee).

3. The person named in paragraph 1 is authorized to carry _____ sealed dispatches.
La personne indequee au paragraphe 1 est authorisee a porter _____ plis scelles.

a. These dispatches contain only official documents.
Ces plis ne contiennent que des documents officiels.

4. I hereby certify that this individual/group is/are member(s) of a Force as defined in the NATO Status of Forces Agreement, and that this is an authorized mover under the terms of this agreement.

Je soussigne certifie que le personnel vise appartient a une armee telle definie dans I'Accord OTAN sur le statu des Forces Armees et que ce deplacement est officiel selon les termes de cet accord.

Signature of Officer
Authorizing Movement

2.A.8 PCS Advance Request (Via Web-TPAX)

2.A.8.1 Introduction

This section provides the procedure for a user at the Servicing Personnel Office (SPO) to submit requests for travel advances via TPAX.

2.A.8.2 Getting access to the ASP function

Advance Signature Proxy (ASP) – This function is for SPOs. This permission/designation is granted after the completion of a new form CG-7421A (http://www.uscg.mil/ppc/forms/). Complete the form, have it signed by the SPO supervisor and fax it to the number on the form. You will be contacted, via e-mail, after your account has been modified to allow access to the ASP function.

2.A.8.3 Procedure

Refer to the Advance Signature Proxy tutorial in the Web-TPAX Online Help at http://www.uscg.mil/ppc/travel/WebTpaxASPtutorial.pdf for data entry procedure.

Note: A completed original PCS Travel order signed by the Approving Official must be scanned and uploaded to Web-TPAX to request a PCS travel advance. Before you begin the advance request ensure the PCS travel advances are correctly listed on the order. The PCS order must show what is being requested and at the 80% amount as shown in the example below:

```
MEMBER PER DIEM              _______ @ 80% __________
MEMBER MALT                  _______ @ 80% __________
DEPENDENT(S) PER DIEM        _______ @ 80% __________
DEPENDENT(S) MALT            _______ @ 80% __________
DLA                          _______ @ 80% __________
TLE                          _______ @ 80% __________
TOTAL                        _______ @ 80% __________

      PCS TRAVEL ADVANCE AUTHORIZED FOR $ ___________
```

Do not submit the PCS advance to PPC more than 35 days before the member detaches. The additional five days accounts for processing time and making payment to the member. Per the Coast Guard Supplement to the Joint Federal Travel Regulations (CGS-JFTR), COMDTINST M4600.17(series), par. 5020, payment of advances must not be made more than 30 days before the member detaches, except under extenuating circumstances. If you need to submit a PCS advance to PPC more than 35 days due to extenuating circumstances, the SPO Approving Official must submit a PPC Customer Care Ticket with details.

2.A.9 Submission of PCS Travel Claim (DD-1351/2)

2.A.9.1 Introduction

This section provides the procedure for the traveler to properly complete the PCS Travel Claim.

2.A.9.2 Procedure

Follow these steps to complete the PCS Travel Voucher (DD-1351/2)

Block	Action
1	**Payment.** Place an X in the block that applies to member. Note: Coast Guard members, choose EFT.
2	**Name**. Type last, first and middle initial
3	**Grade**. Type rank/rate or grade (CDR, ENS, YNC, E6, GS-12, etc)
4	**SSN**. Type Social Security Number or EMPLID
5	**Type of Payment**. Place an X in boxes that apply to member. If the member is authorized DLA and received it in an advance, the traveler must check DLA. Note: If dependent travel is involved and Dislocation Lodging Allowance (DLA) is claimed, all applicable boxes must be completed. Each applicable block must be checked to process the claim.
6	**Address.** These blocks are mandatory for claiming DLA, single or married. Enter the member's current physical residential address. If the member has not secured a permanent residence in the vicinity of the new PDS, the duty address can be used. Note in block 29 if member is establishing a residence in the vicinity of the PDS and if dependents accompanied the member to the new PDS. a. Number and Street: house or apartment number and street name b. City: spell out name of city or municipality c. State: 2-digit state code (MA, KS, NH, etc.) d. Zip code: 5 or 9 digit zip code e. e. E-Mail Address: If not in the global e-mail address system, enter a personal e-mail address that is checked often.
7	**Daytime Telephone Number and Area Code**
8	**Travel Order/Authorization Number** (TONO) – found on PCS orders (begins with a 12)
9	**Previous Government Travel Payments/Advances** (EFT or Debit not GTCC)
10	**For D.O. Use Only**. Note: the member should enter nothing here: this section is reserved for Disbursing Offices only
11	**Organization and Station**. Note: this is the command to which the member is currently attached (new PDS).

Continued on next page

2.A.9 Submission of PCS Travel Claim (DD-1351/2), Continued

2.A.9.2 Procedure (continued)

Block	Action
12	**Dependents**. Type an (x) in **Accompanied** if dependents traveled to the member's new duty station or in **Unaccompanied** if dependents chose not to relocate. a. **Name**. last, first, middle initial b. **Relationship**. (son, daughter, husband, mother, father, etc.) c. **Date of Birth**. (DOB) or Date of Marriage. Date of Marriage applies to spouse, DOB applies to children. Note: if member is single, enter N/A
13	**Dependents Address on Receipt of Orders**. Enter the complete dependents address (es) while attached to last command or duty station.
14	**Have household goods been shipped?** Check applicable block. Note: If the answer is no, enter explanation in remarks (block 29)
15	**Itinerary**. a. **Date**. Indicate current year (month/day is be listed below) b. **Place**. Enter City/State and zip code from which member departed (previous duty station) and to which member reported (new duty station) c. **Means/Modes of Travel**. See 2-digit codes on reverse d. **Reason for stop**. See 2-digit codes on reverse (pg2 of 1351-2) e. **Lodging Cost**. Not applicable for PCS travel (pg2 of 1351-2) f. **Privately Owned Conveyance (POC) miles**. Indicate total mileage. Note: Member need only list the date of departure from old PDS "Effective Date of Orders", and the date of arrival at new PDS "Official Date of Report", as indicated on the signed PCS orders. It is not necessary to list each stop and departure.
16	**POC Travel**. If private auto is listed in the itinerary, member must indicate whether they are an owner/operator or a passenger.
17	**Duration of Travel**. Type (x) in appropriate block. Typically, More Than 24 hours is checked.
18	**Reimbursable Expenses**. Enter Temporary Lodging Expense (TLE), tolls, etc. here.
19	**Government Deductible Meals**. Not applicable to PCS travel.

Continued on next page

2.A.9 Submission of PCS Travel Claim (DD-1351/2), Continued

2.A.9.2 Procedure (continued)

Block	Action
20	a. **Claimant signature.** original hand written signature in blue ink of the traveler b**. Date**. date member signs the claim c. **Reviewer's printed name** d. **Reviewer signature** e. **Telephone number** (where the Reviewer can be contacted) f. **Date**. date reviewer signed claim
21	a. **Approving Official's (AO) Printed Name**. Note: Approving Officials must be designated. See section 2.A.9.4 b. **Approving Official's Original Hand Written Signature in blue ink**, (the travel claim 1351-2 cannot be a copy or certified to be a true copy, must be an original) c. **Approving Official's EMPLID** for verification d. **Telephone number** (where AO can be contacted) e. **Date claim approved** Note: On final PCS the following statement is allowed to be entered in block 21a or block 21b:"Final PCS, AO not available."
22	**Accounting Classification**. N/A
23	**Collection Data**. N/A
24	**Computed By**. N/A
25	**Audited By**. N/A
26	**Travel Order/Authorization Posted By**. N/A
27	**Received**. N/A
28	**Amount Paid**. N/A
DD 1351-2C	The following instructions are for the Continuation Sheet. List page number in upper right portion of form (Page 2 of 2, etc.)
4	**Name**. Last, First, Middle initial
15	**Itinerary**. See block 15 above
3	**For D.O. Use Only**. N/A
18	**Reimbursable Expenses**. See block 18 above
19	**Government/Deductible Meals**. N/A
29	**Remarks**. Member enters all required/pertinent remarks here. If claiming TLE (M&IE only) while staying with family/friends within the local area of the PDS, provide their name, residential address, inclusive dates, and contact number.

Continued on next page

2.A.9 Submission of PCS Travel Claim (DD-1351/2), Continued

2.A.9.3 Submission Guidelines

Submit (via US Mail) the completed Original DD Form 1351/2 (and 1351/2C if necessary), along with the original orders and all original receipts to the following address:

Commanding Officer (TVL-PCS)
Coast Guard Pay & Personnel Center
444 SE Quincy Street
Topeka, KS 66683

Note: Keep a completed copy of your travel voucher, original orders (these can be certified as a true copy if lost) and receipts. Members are reminded that they must keep these copies for six years and three months.

2.A.9.4 Approving Official Designation

All travel claim authorizing officials (AO) must have the TPAX/WINIATS USER ACCESS AUTHORIZATION AND APPROVING OFFICIAL (AO) DESIGNATION FORM CG-7421A (Revised 03/13 or later) filed with PPC Travel Branch regardless of the type of claim (TPAX or manual) being approved or claims cannot be processed and must be returned for valid AO signature.

- Each form submitted supersedes the previous form on file.
- Forms must be physically signed. Electronic/digital signatures are not acceptable.
- Block 13 CMD Designation Signature must be a supervisor in the user's supervisory chain of command or permissions cannot be granted.
- Submit the form via Fax to PPC (TVL). The Fax number is on the form.
- All permissions above self service are terminated after one year from the date of the command signature, upon PCS (including fleet ups and re-tours), upon separation from service, upon change of status from active to reserve component, or when deemed necessary by the competent authority.
- TPAX/WINIATS termination should be part of the unit checkout process.

2.A.10 Submission of Personally Procured Moves (PPM) Claims (AKA DITY Moves)

2.A.10.1 Introduction

This section guides you in properly submitting your claim for Personally Procured Moves (PPM).

2.A.10.2 Procedure

Complete a DD 1351/2 (Travel Voucher) from departure to arrival.
Note: This is a separate claim specific to your transportation of household goods. For instructions and guidance on submitting a claim for personally procured transportation of household goods, refer to CG FINCEN website.
For questions concerning the particulars of this claim, contact CG FINCEN Customer Service Team at (757) 523-6940 or (800) 564-5504.

2.A.10.3 Submission Guidelines

Send PPM/DITY claim(s) to the following address:

Commanding Officer
U.S. Coast Guard Finance Center
1430A Kristina Way
Chesapeake, VA 23326

2. A.11 Reimbursement of Vehicle Transportation within CONUS

2.A.11.1 Introduction

This section guides you through the process of receiving reimbursement for the shipment of your Privately Owned Vehicle (POV) should you choose to personally procure transportation (JFTR, par. U5417).

2.A.11.2 Procedure

Keep in mind the following procedural items when applying for reimbursement:

- Member must receive approval for shipment prior to detachment from the old Permanent Duty Station (PDS).
- Requests to ship a vehicle are made on the PCS Departing/Separation Worksheet (CG-2000).
- The Servicing Personnel Office (SPO) must determine eligibility, do the computations and counsel the member concerning entitlement and reimbursement limitations.
- PCS orders must be annotated to authorize transportation to include the maximum reimbursement computation.
- Reimbursement is limited to the transportation of one (1) authorized POV.
- This is a member-with-dependents entitlement.
- Member and/or eligible dependent(s) must possess more than one POV to be relocated to the new PDS.
- Member and dependents must travel at one time in one POV.
- Transportation costs should not exceed the remainder of the MALT-Plus for driving two POVs to the new PDS.
- Member is financially responsible for all excess costs/additional expenses associated with POV transportation.
- Commercial travel at Government expense is not authorized for the member or any dependent if reimbursement for vehicle transportation within CONUS is authorized.

Continued on next page

2. A.11 Reimbursement of Vehicle Transportation within CONUS, Continued

2.A.11.3 Submission Requirements

To properly facilitate the processing of your claim, submit the following documents:

- Travel Voucher (DD-1351/2) for commercial vehicle shipment
- Receipt for commercial vehicle shipment
- Copy of signed PCS travel orders **annotated with the vehicle shipment authorization to include the maximum reimbursement computation.**
- Copy of the vehicle registration

2.A.11.4 Reminder

- Ensure member's name and EMPLID are on all documents
- Retain a copy of all documents/receipts

2.A.11.5 Where to Submit?

Mail all documents to:

Commanding Officer
U.S. Coast Guard Finance Center (opb-1a)
1430A Kristina Way
Chesapeake, VA 23326

2. A.12 Designation of Ports of Embarkation, Ports of Debarkation, and Vehicle Processing Centers

2.A.12.1 Introduction

This section provides guidance on POV shipping and travel options when conducting a Permanent Change of Station to/from a CONUS location to/from an OCONUS location and the designation of Ports of Embarkation (POE), Port of Debarkation (POD), and Vehicle Processing Centers (VPC).

2.A.12.2 References

(a) Joint Federal Travel Regulations (JFTR), Chapter 5
http://www.defensetravel.dod.mil/site/travelreg.cfm
(b) U. S. Coast Guard Supplemental to Joint Federal Travel Regulations (CGS-JFTR), par. 5015
http://cgweb.comdt.uscg.mil/cgdirectives/CIM/CIM_4600_17A.pdf

2.A.12.3 Procedure

Designated passenger Ports of Embarkation (POE), Ports of Debarkation (POD), and Vehicle Processing Centers (VPC) are considered the closest POE, POD, and VPC servicing a member's old and new permanent duty station (PDS). However, members traveling from/to a CONUS PDS to/from an OCONUS PDS by mixed modes (POC and commercial carrier) may be authorized to travel to/from an authorized alternate CONUS POE/POD, and/or VPC. The following chart lists authorized alternate locations (some of which are the same as the designated locations) for which mixed mode travel would be authorized. Travel to/from a location other than the designated or authorized alternate location would be considered circuitous travel for which actual travel and transportation expenses would be reimbursed up to the travel and transportation costs to/from the authorized alternate location. Per the JFTR, par. U5448-C, a member is responsible for any excessive POV shipping cost beyond the cost to ship to/from the designated VPCs. A member electing POV shipment from/to a designated CONUS VPC may be authorized MALT plus to drive another vehicle (i.e., up to two POCs for a member with dependents) to/from the authorized alternate CONUS POE/POD, the circuitous travel rules above would apply for a member traveling by mixed modes to an alternate non-official location (e.g., leave location). Per the JFTR, par. U5210-B and CGS-JFTR, par. 5210, payment of MALT for more than two POCs requires authorization/approval by COMDT (CG-1332), this does not affect the POV shipping entitlement.

A member performing PCS travel solely by commercial carrier via an alternate non-official location would be authorized the costs for travel not to exceed the policy constructed airfare for the designated locations (i.e., designated POE/POD or if applicable designated VPC).

Continued on next page

2. A.12 Designation of Ports of Embarkation, Ports of Debarkation, and Vehicle Processing Centers, Continued

2.A.12.3 Procedure (continued)

Port of Embarkation (POE)/Port of Debarkation (POD) Vehicle Processing Center (VPC)			
Traveling FROM/TO	Traveling TO/FROM	POE/POD	VPC
East Coast/Central* CONUS PDS	West/SouthWest OCONUS PDS	Los Angeles, CA	Los Angeles, CA
East Coast/Central* CONUS PDS	Northwest OCONUS PDSs (Other than in Alaska)	Seattle, WA	Seattle, WA
East Coast CONUS PDS	SouthEast OCONUS PDS	Closest International Airport to PDS or VPC	Closest VPC to PDS
West Coast/Central* CONUS PDS	SouthEast OCONUS PDS	Atlanta, GA	Atlanta, GA
West Coast/Central* CONUS PDS	East/NorthEast OCONUS PDS	Washington, DC	Baltimore, MD
West Coast CONUS PDS	West/NorthWest/SouthWest OCONUS PDS (Other than in Alaska)	Closest International Airport to PDS/VPC	Closest VPC to PDS
East/West Coast/Central* CONUS PDS	Alaska PDS	Seattle, WA	Seattle, WA

*Central CONUS PDSs are PDSs within the Central Time Zone

Examples of West/SouthWest OCONUS PDSs are PDSs in Hawaii, Guam, Japan, etc.

Examples of SouthEast OCONUS PDS are PDSs in Puerto Rico, Bahamas, Cuba, etc.

Examples of East/NorthEast OCONUS PDSs are PDSs in Sweden, Bahrain, The Netherlands, etc.

2.A.12.4 Submission Requirements

To properly facilitate the processing of your claim, submit the following documents:

- Travel Voucher (DD-1351/2) for commercial vehicle shipment
- Receipt for commercial vehicle shipment
- Copy of signed PCS travel orders **annotated with the vehicle shipment authorization to include the maximum reimbursement computation.**
- Copy of the vehicle registration

2.A.12.5 Reminder

- Ensure member's name and EMPLID are on all documents
- Retain a copy of all documents/receipts

2.A.12.6 Where to Submit?

Mail all documents to:

Commanding Officer
U.S. Coast Guard Finance Center (opb-1a)
1430A Kristina Way
Chesapeake, VA 23326

2. A.13 Temporary Lodging Allowance (TLA) claims

2.A.13.1 Introduction

This section provides guidance for submitting Temporary Lodging Allowance (TLA) claims. TLA is an allowance intended to partially reimburse a member and/or dependents for expenses incurred while occupying temporary lodging outside the continental United States.

2.A.13.2 References

(c) Joint Federal Travel Regulations (JFTR), Chapter 9, Temporary Lodging Allowance
http://www.defensetravel.dod.mil/site/travelreg.cfm

(d) U. S. Coast Guard Finance Center SOP
http://www.fincen.uscg.mil/sop.htm

2.A.13.3 Procedure

TLA claims are completed by the OCONUS unit: Follow submission guidelines listed in reference (b).

2.A.13.4 Web-based Application

Units processing TLA claims can use a web-based application on the **Coast Guard Finance Center (FINCEN) Intranet**. The following restrictions apply:

- Prior to acquiring access, a signed request assigning the Payment Authorizing Official (PAO) must be submitted by the Unit Commander.
- PAOs must be E6 and above or GS7 and above.
- Request (via signed memo) must be routed through Commandant (CG-1332) who reviews and forwards to the FINCEN (OPA-MT).
- FINCEN Comptroller issues the authorization.
- The PAO does not need a password.
- There must be (at a minimum) one PAO/DEO from a qualifying unit.

Continued on next page

2. A.13 Temporary Lodging Allowance (TLA) claims, Continued

2.A.13.5 DEO specific information

- The PAO assigns the Data Entry Operator (DEO) for the respective unit.
- DEO passwords are assigned by FINCEN.

2.A.13.6 Submission Guidelines for Fax/Email

Fax or email to FINCEN for processing to:

- Fax: (757) 523-6734
- Email: FIN-DG-TAC@uscg.mil

2.A.14 PCS Reporting Checklist

2.A.14.1 Introduction

Use this checklist to assist the unit in completing all necessary tasks for reporting in from PCS. This job aid is to be reproduced locally, and modified as necessary to unit unique requirements.

2.A.14.2 References

(a) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2(series)
(b) Coast Guard Pay Manual, COMDTINST M7220.29(series)
(c) Personnel Security and Suitability Program, COMDTINST M5520.12(series)
(d) Government Travel Charge Card (GTCC) Program, COMDTINST 4600.14(series)
(e) Direct Access (DA) Online Help http://www.uscg.mil/ppc/ps/index.htm
(f) Military Personnel Data Records (PDR) System, COMDTINST M1080.10(series)

2.A.14.3 Reporting checklist

Action upon member reporting.

Step	Action	Reference	Date/ Initials
1	Endorse orders (Note: For PHS Officers, notify CG PSC (OPM-2) when Officer reports, they are the SPO for PHS Officers).	Ref (a), 2.A.2	
	Verify member's entitlement to FSH and/or FSA-R, and BAH allowances.	Ref (b), 3.H	
3	Complete PCS Reporting and BAH/Housing Worksheets and forward to SPO with copy of endorsed order.	CG-2005 CG-2025	
4	Update address in DEERS.	Ref (a), 5.B.17	
5	Ensure member has a valid ID card.	Ref (a), 5.D.6	
6	Update emergency contacts, e-mail, mailing address, and allotment addresses in Direct Access.	Ref (a), 5.D.11	
7	If member is unable to complete address changes in Direct Access, ensure member completes CG-2040, Allotment Worksheet.	CG-2040	
8	If member is from one of the states that stops taxing when a member is no longer stationed in the state or starts taxing again when stationed back in the state, ensure member submits state tax withholding form.	Ref (a), 8.B.3	

Continued on next page

2.A.14 PCS Reporting Checklist, Continued

2.A.14.3 Reporting checklist (continued)

Step	Action	Reference	Date/ Initials
9	Ensure member completes travel claim for self and dependents, if applicable. **Claim(s) must be completed and forwarded to unit Authorizing Official not later than 30 calendar days after arriving at the command**.	Ref (a), 2.B.4	
10	Ensure the Authorizing Official signs the travel claim in blue ink, block 21a, **not later than two calendar days after receipt of claim(s) from the member or not later than 32 calendar days after member's arrival at unit, whichever is earlier**.	Ref (a), 2.B.4	
11	Ensure the original travel claim and original orders are forwarded to PPC (tvl) for processing (Note: If member received advance for dependent travel, do not submit travel claim until dependent(s) complete relocation. Submitting the claim without dependent travel information will result in collection of the dependent portion of the advance travel and per diem. **If more than 30 calendar days have elapsed since the member's arrival and all PCS travel is not completed, contact PPC Customer Care for guidance.**)	Ref (a), 2.B.4	
12	Conduct security briefing.	Ref (c)	
13	If applicable, ensure Government Travel Charge Card account was transferred from old PDS.	Ref (d)	
14	For Reservists, check and update member's Training/Pay code in DA.	Ref (e)	
15	Update Family Member/Beneficiary/SGLI/FSGLI Information in Direct Access.	Ref (a), 5-A-2	
16	Renew "other than self service" permissions in DA and TPAX if required.		
17	Update information in DA and TPAX profiles as required.		
18	Review PDR and file supporting documentation.	Ref (f)	

2.A.15 Amendments to Orders

Reference

Please see section 2.B.12 of this chapter for guidance on amendments to orders.

2.A.16 Reimbursement for the Use of More than Two POCs

2.A.16.1 Introduction

This section lists the conditions for which payment of Monetary Allowance in Lieu of Transportation (MALT) for PCS travel by more than two privately owned conveyances (POCs) can be requested in accordance with JFTR, par. U5150-B.

2.A.16.2 Conditions

One or more of the following conditions must be met **before** requesting authorization for PCS travel by more than two POCs.

A. More than eight family members travel together by POC, including the member.
B. Because of age or physical condition, a dependent requires special accommodations in one vehicle and the second and third vehicles are required for other family members.
C. A member must report to a new duty station in advance of travel by dependents who delay travel for acceptable reasons (school term completion, property sale, settlement of personal business, HHG transportation, or non-availability of adequate housing at the new PDS) and five or more dependents travel by POC later.
D. Five or more dependents travel unaccompanied by POC between authorized points other than those for the member's travel (e.g., travel to a designated place or to the new PDS when member has TDY en route).
E. Five or more dependents travel unaccompanied by the member to the new duty station in advance of the member's reporting for acceptable reasons (to enroll children in local school).
F. Special circumstances such as travel via ALCAN Highway where extra spare tires, parts, and tools are to be carried.

2.A.16.3 Travel by More Than 2 POCs Authorization Request Procedure

The command from which the member is departing shall submit requests for approval of PCS travel by more than two POCs to Commandant (CG-1332) well in advance of the members (or dependents) planned departure date. Requests shall be submitted by memo (Fax to (202) 475-5927), record message traffic, or email to compensation@comdt.uscg.mil. Additional contact information is available at www.uscg.mil/hq/cg1/cg133/contact.asp.

Section Overview

Introduction

This section prescribes processes necessary to the effective execution of Temporary Duty (TDY) travel.

In this section

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2.B.1 The Temporary Duty (TDY) Order

2.B.1.1 Introduction

It is critical for Coast Guard travelers and their supervisors to understand the administrative responsibilities for completing and reviewing TDY Travel Orders and Travel Claims.

2.B.1.2 For the Traveler

The traveler remains the single most important person involved in the travel claim liquidation process. Without a properly completed claim, full reimbursement is not possible.

2.B.1.3 Purpose of a TDY Order

The Temporary Duty (or TDY) Order establishes the conditions for official travel and transportation and provides the basis for traveler entitlement and reimbursement. An effective TDY Order provides information that is clear, complete, and follows applicable regulations/Agency Policy.

2.B.1.4 Requirements for a TDY Order

The written TDY order is a document that meets several practical and mandated administrative requirements. The travel order expresses:

- Detailed information for personnel or agencies to provide support services to the traveler, (i.e., Travel Management Centers, Commercial Ticketing Offices (CTO), Transportation Officers, etc.).
- Accounting information to enable correct funds accounting.

Continued on next page

2.B.1 The Temporary Duty (TDY) Order, Continued

2.B.1.5 Information elements

The TDY Order must answer several elemental questions. The questions are:

- **WHAT** mode of transportation is authorized and/or directed?
- **WHAT** type of quarters are authorized and/or directed?
- **WHAT** type of messing is authorized and/or directed?
- **IS** the traveler a government travel charge card holder?
- **WHAT** is the maximum amount of travel funds authorized?
- **WHAT** is the accurate Travel Order Number (TONO) and Accounting line data?
- **WHAT** are the specific reimbursable expenses that must be pre-authorized on the Travel Order, (i.e., Conference costs, Registration fees, Rental vehicle and size authorization, Communication services, Excess baggage, etc.)?

2.B.1.6 While You Are Traveling

Obtain receipts for **ALL** expenses while you are traveling. Although itemized receipts are required only for lodging, rental vehicles, air fare and individual expenditures of $75 or over, the receipts you collect during your trip act as a record of expenses and are an invaluable tool when you complete your travel voucher.

2.B.2 The Travel Claim Process and Responsibilities

2.B.2.1 Introduction

This section outlines the travel claim process and shows the responsibilities associated with each stage of the travel claim process.

2.B.2.2 Integrated Automated Travel System

The Coast Guard uses a system called Travel Preparation and Examination (TPAX)/Integrated Automated Travel System (WINIATS) for the liquidation of travel claims which facilitates processing and liquidation in just a few days.

2.B.2.3 Process

This table shows the manual travel claim process and responsibilities.

Stage	Who Does It	When	What Happens
1	Traveler	Within 3 days of completion of TDY.	Submits travel voucher to Supervisor for administrative review. • Retains copy of travel voucher, orders, and receipts: Member must retain copies for 6 years, three months.
2	Travel Approving Official (AO)	Within 2 days of receipt from member.	Reviews claim for completeness. • Dates and signs claim indicating the traveler completed the ordered travel. • Forwards original claim to PPC. • Provides EMPLID.
3	PPC (tvl) Examiner	Within 4 days after receipt, depending on workload. (e.g., For periods of heavy travel it could take longer.)	Reviews travel voucher and enters into WINIATS. **If travel voucher is** / **Then** Correct and complete: Forward reviewed claim and voucher summary to PAO. (Go to Step 4) Incorrect or incomplete: Examiner returns claim to member via USPS
4	PPC (tvl) Audit	Within 4 days after receipt, depending on workload. (e.g., For periods of heavy travel it could take longer.)	Reviews travel voucher and enters into WINIATS. **If travel voucher is** / **Then** Correct and complete: Forward reviewed claim and voucher summary to PAO. (Go to Step 5) Incorrect or incomplete: Auditor returns to Examiner.
5	PPC (tvl) PAO for disbursement	Claim is received from examiner	Certifies travel voucher for payment and returns to examiner for filing and mailing. **Note**: A traveler, whose total entitlement is less than an applicable government travel advance, is sent a system generated email to go to WEB-TPAX to print a TVS and debt letter**.**
6	Coast Guard Finance Center	Upon receipt from PPC (tvl)	**If payment is** / **Then** EFT: Payment is transferred to the traveler's account within 10 days. Check (EFT preferred) (For non-military traveler): Check is mailed to the address listed on the travel claim within 15 days.

NOTE: Travelers using industrial site funding (ARSC, Baltimore, etc.) MUST contact their respective industrial site to ascertain if payment has been made.

2.B.3 Travel Preparation and Examination System (WEB-TPAX) Process

2.B.3.1 Introduction

TPAX is an application that provides standard drop-down menu boxes and tabs to complete and process TDY transactions.

2.B.3.2 Benefits

Utilizing stored data from the TPAX Travel Order to complete the TPAX Request for Travel Settlement eliminates paperwork and improves data accuracy.

- Increased percentage of correct entitlements and payments for travelers.
- Per Diem rates are available to ALL system users on a “real-time” basis.
- Travelers can verify/inquire about the status of all claims on-site by accessing the TPAX main menu.
- A single system creates and produces ALL travel documents necessary to execute government travel.
- Eliminating manual processes decreases reimbursement cycle time.

2.B.3.3 Description

Travel Preparation and Examination System (TPAX) is a software application designed to run on Coast Guard Network thru the Standard Workstation or a VPN connection. TPAX provides an electronic link between the traveler, the Authorizing Official and the Integrated Automated Travel System (WINIATS). WINIATS is the software application used by PPC (tvl) to compute claim/voucher entitlements and transmit the information to FINCEN for payment.

2.B.3.4 Purpose

TPAX has been developed to be the primary TDY Travel Claim Settlement System for the U.S. Coast Guard.

2.B.3.5 Uses

TPAX is used to create Temporary Duty (TDY) Travel Orders, Request for TDY or PCS Travel Advances and/or Requests for TDY Settlement (it is not used for PCS authorizations or claims at this time).

2.B.3 Travel Preparation and Examination System (WEB-TPAX) Process, Continued

2.B.3.6 Process This table shows the automated travel claim process and responsibilities.

Stage	Who	When	What Happens
1	Traveler	For TDY Order: Prior to departure on TDY. For TDY Settlement: Within 3 days of completion of TDY.	Complete Request For TDY Authorization and "Send to AO" for approval. Complete Request for TDY Advance and “Send to AO” for approval. Complete Request For TDY Settlement and "Send to AO" for approval. • Forward original travel order and receipts to AO.
2	AO	Within 2 days of receipt from member.	Reviews TDY Authorization and TDY Settlement in TPAX for accuracy and completeness. • If in error, return to Traveler w/remarks to correct. • If accurate and complete, release in TPAX, as approved, to PPC. Ensures funds are obligated prior to approval.
3	PPC (tvl)	Daily.	• Conduct import routine to download TPAX batch to WINIATS for computation and release to FINCEN.

Continued on next page

2.B.3 Travel Preparation and Examination System (WEB-TPAX) Process, Continued

2.B.2.3 Process (continued)

Stage	Who	When	What Happens	
3	PPC (tvl)	Daily.		
		In WINIATS:	**If travel voucher is:**	**Then:**
			Complete and accurate	Release claims to Audit
			Incorrect or incomplete	• Have claim corrected prior to release. • Return claim for subsequent submission by traveler if unable to correct.
4	PPC (tvl) Audit	Daily		
			If travel voucher is:	**Then:**
			Complete and accurate	Release claims to FINCEN for payment.
			Incorrect or incomplete	• Have claim corrected prior to release. • Return claim to Examiner
5	PPC (tvl) PAO	PAO requests original travel claim for member on a random basis	Conduct audit to verify as complete, accurate and in accordance with Federal Travel Rules and Regulations. • If underpayment due to traveler and/or AO oversight, the responsibility is on the traveler to submit a supplemental claim to receive entitlement. • If underpayment due to system error, a supplemental is processed by PPC (tvl). • If overpayment due to system error or due to traveler and/or AO oversight, PPC (tvl) submits a supplemental to establish collection of debt. **Note:** A traveler, whose total entitlement is less than an applicable government travel advance, is sent a system generated email to go to WEB-TPAX to print a TVS and debt letter.	
6	Member	If audited (post payment)	Mails ***copies*** of original orders, claim, and receipts within 10 days of notification. *See page 2-B-17 for audit procedures and mailing address.*	

Continued on next page

2.B.3 Travel Preparation and Examination System (WEB-TPAX) Process, Continued

2.B.3.7 Critical Elements

These "Critical Elements" should be addressed to successfully manage the TPAX process at your unit:

Number of Approving Officials (AO's). Unit commands should designate enough AO's to establish internal controls to ensure only mission critical travel is approved and cannot be achieved by a less-expensive method, ensure funds are properly managed and obligated, and approve only legal and accurate travel transactions. AO's should have enough time to ensure documents are carefully reviewed before approval and not signed merely as a formality. The number of AO's should be dependent upon mission, number of travelers, other duties assigned, and avoiding process delays. It is recommended that one AO be designated in each section, or otherwise at a ratio of 1:12.

Obligating Travel Funds. TPAX *does not* obligate travel funds. Normally, the obligating of funds is done prior to creating travel orders. Coordinate the flow & timing of this activity with Accounting or Admin offices. Develop internal procedures that streamline and coordinate this activity at your unit.

Empowering TPAX Approving Officials. The TPAX AO cannot approve a TPAX transaction without first having a valid TONO and "Line of Accounting String". Develop internal procedures that streamline and coordinate this activity at your unit.

Record-keeping. Per Information and Life Cycle Management Manual, COMDTINST M5212.12 (series), General Records Schedule 9, the unit controlling the authorization of travel must maintain copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, and all supporting documents relating to official travel. These official travel records shall be maintained for a period of six years.

Per National Archives and Records Administration (NARA), General Records Schedule 6, item 1a, the traveler is required to maintain complete and accurate records of all travel claims for 6 years and 3 months.

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2.B.3 Travel Preparation and Examination System (WEB-TPAX) Process, Continued

2.B.3.7 Critical Elements (continued)

Airline or Hotel Reservations. It is mandatory policy that all travelers use the designated Travel Management Center for all official transportation requirements. Failure to do so could result in transportation reimbursement being denied or limited to the City Pair contract rate.

Hotel Reservations: When making lodging reservations, travelers shall use the Travel Management Center or reserve a room directly with the hotel/chain (including the hotel's online website). Third party lodging reimbursement is authorized for hotel lodging obtained through an online booking agent only when the traveler can provide a documented itemized receipt for room costs from the hotel or online booking agent showing the following charges: Daily hotel room costs; Daily hotel taxes; and Daily miscellaneous fees, if applicable.

Rental Car/GARS: It is mandatory policy that a traveler uses an available Contracting Travel Office (CTO) to obtain the least expensive authorized/approved rental vehicle. Use of a company and rental car location participating in the Defense Travel Management Office (DTMO) rental car agreement is encouraged because its GOV'T rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T. DTMO vehicle rental agreements apply to all Uniformed Services. When an available CTO is not used, reimbursement is limited to what the cost would have been if a CTO had made the rental vehicle arrangements. When filing a travel claim, list the rental car charges separate from the rental car GARS charge.

User Identification and Passwords. User identification and passwords are the most common method of controlling access to the system. Identification involves the identifier or name by which the user is known to the system (e.g., user). Each user should have a unique user identification (Normally the member's Employee ID Number) and password. Passwords must be nine characters long and must be alphanumeric (no special characters, such as @!?). TPAX passwords are case sensitive. The traveler is required to change their password and confirmation codes every 90 days. WEB-TPAX is Common Access Card (CAC) enabled allowing travelers to auto login once their CAC card is linked to their Logon ID. This eliminates the need for logon passwords although secondary passwords remain for orders/claim document approval. Share ID or PIN is a violation of current regulations and could result in TPAX accounts being locked to prevent use.

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2.B.3 Travel Preparation and Examination System (WEB-TPAX) Process, Continued

2.B.3.8 User Categories

There are eight categories of TPAX users, each with a different role and responsibility. These TPAX user categories are:

1. Traveler	5. Approving Official
2. Proxy	6. Unit Travel Command Rep
3. Signature Proxy	7. CS1 and CS2
4. Advance Signature Proxy	8. TPAX Admin

2.B.3.9 User Categories/ Privileges

TPAX allows users more than one access capacity, if authorized. All TPAX users' initial view when they log in is as "*Traveler*". If the user is authorized more than one type of access (Proxy or AO) they must select the **View** menu item and change their view to access the additional privileges. After completing actions as a Proxy or AO, the user must select the **View: Traveler** option to complete the TPAX logout process or to work on or view their own requests and settlements.

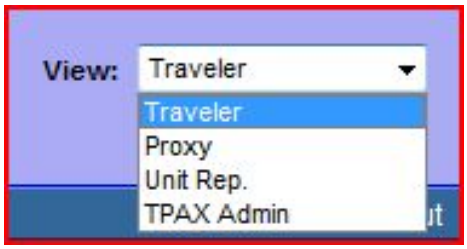

Figure 1: TPAX **Log in as** menu.

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2.B.3 Travel Preparation and Examination System (WEB-TPAX) Process, Continued

2.B.3.9 User Categories/Privileges (Continued)

USER CATEGORY	TPAX Log In As Menu Selection	THIS PRIVILEGE CAN…	HOW TO SET PRIVILEGE
TRAVELER	Traveler	Create your own travel documents and forward to a Unit AO for approval.	Set automatically, this is a basic, universal user setting.
PROXY	Proxy This privilege supports all travelers of the same business unit.	Create all travel documents on behalf of another traveler, BUT such documents can only be forwarded to the traveler.	Set automatically by unit OPFAC number. Any traveler can act as a proxy for another member of the same unit.
FULL SIGNATURE PROXY	Proxy This privilege only supports one specific traveler.	A traveler can designate another user (Proxy) to create, sign for, and forward travel documents to a Unit AO.	The traveler would designate a signature proxy, someone of the same unit, in the Personal Profile, Security & Access Information.
ADVANCE SIGNATURE PROXY	See Section 2.A.8 of this manual.		
APPROVING OFFICIAL **Administrative Reviewer**	Authorizing This privilege supports all travelers of the same unit or as designated.	Approves travel documents. Ensures that mission was completed and that travel expenses were reasonable, justified, and consistent with the mission.	Each business unit designates enough AO's to keep TPAX work flowing. ONLY PPC Travel can turn on and off AO privileges
UNIT COMMAND REP	Unit Rep	Review traveler history and profile. Change email and password for travelers.	Complete CG-7421A and fax to PPC.
CS1 and CS2	Customer Care	CS1: Review traveler history and profile. Change email and password for travelers. CS2: Review traveler history and profile.	PPC only. Field Unit upon approval by PPC (tvl)
TPAX ADMIN	TPAX System Admin	Consolidation of all privileges to assist in the completion and correction of claims.	PPC only.

2.B.4 The TPAX Traveler Role

2.B.4.1 Introduction

The basic user access level in TPAX is called "TRAVELER".

2.B.4.2 Authorized TPAX Travelers

Any Coast Guard active duty, reserve, and civilian employees having access to CGSWSIII or VPN can use TPAX as a "TRAVELER". Passwords must be carefully guarded and not shared. Individuals w/o uscg.mil or dhs.gov email addresses, without access to the CG Network must submit manual claims until TPAX is made available on the internet.

2.B.4.3 Non-TPAX Travelers

Other travel customers/claimants must continue to submit paper-based travel claims, using form DD-1351-2. These customers must mail their travel claims to PPC for processing (see page 2-B-48 for address specifications). These travelers must consult the unit controlling the authorization of travel for guidance, assistance and review of the travel voucher.

Non-TPAX Travelers are:

- Anyone who does NOT have access to CGSWSIII
- Other service members or civilians traveling on behalf of the USCG that do not have uscg.mil or dhs.gov email addresses
- Dependents
- Non-appropriated fund activity employees
- Members who separate or retire from the service (who depart their unit)
- Coast Guard Auxiliarists that do not have uscg.mil or dhs.gov email addresses

2.B.4.4 Traveler Database

PPC (tvl) downloads, maintains and updates the customer database once every two weeks, following the JUMPS payroll update cycles. This updates unit OPFACs and addresses, member names and ranks. Members must keep other profile information (e.g. home address, phone numbers, e-mail address, default AO, etc.) up to date.

2.B.4.5 Problems with Traveler Database

Each TRAVELER profile is linked to a Unit OPFAC number. If you have an employee/member assigned to your unit who is unable to access TPAX, contact PPC Customer Care for assistance:

Phone: 1-866-772-8724 or 1-785-339-2200.
Online Trouble Ticket – http://www.uscg.mil/ppc/ccb/

2.B.5 The TPAX Proxy Role

2.B.5.1 Definition

A Proxy is a person designated to create (but not sign for or deliver) travel documents (travel orders and claims) for another individual.

2.B.5.2 Who Can Be a Proxy

Any traveler can act as a Proxy for another member of the same unit.

2.B.5.3 Limits

Travel documents prepared by a Proxy can only be forwarded to the traveler. Corrections are sent to the Traveler not Proxy. A Proxy cannot serve as both Proxy and AO.

2.B.6 The TPAX Full Signature Proxy Role

2.B.6.1 Definition

A Full Signature Proxy is a person designated by a traveler to create, sign for, and forward travel documents.

2.B.6.2 Who Can Be a Full Signature Proxy

Any person can be designated a Full Signature Proxy by a traveler.

2.B.6.3 Designation Procedure

The traveler designates the Full Signature Proxy in their personal profile. Corrections are returned to the FSP. The member is held accountable for the actions of the FSP and the member's travel documents.

Note: A member cannot serve as both the Full Signature Proxy and Approving Official.

2.B.7 The Approving Official (AO) Role

2.B.7.1 Introduction

The Approving Official (AO) authorizes travel, approves expenses and forwards e-claims to PPC. Each unit must designate AO's to approve their TPAX transactions **and manual travel claims**. PPC (tvl) controls the maintenance of AO privileges in TPAX for all units. **Remember: AO's are required to physically possess the original orders and all required receipts for the advance or settlement request prior to electronic approval of claims. Once approved, all documentation shall be returned to the traveler and informed to maintain for six years and three months.**

2.B.7.2 Who Can Be an AO, and references with which an AO should be familiar

Any E-5, GS-7, or WS-8 and above, operating in the capacity of supervisor or manager who possesses an understanding of Government travel regulations and DHS/CG travel policy can be designated as an AO.

References for Approving Officials:

1. Authorizing Official On-line Training Course
2. TPAX User Guide at PPC Website
3. Joint Travel Regulations (JTR)
4. CG Supplement to JTR
5. Chapter 2, PPPM (3PM)
6. Federal Travel Regulations (FTR)
7. DHS Travel Policies for Civilian Personnel (CGWEB/Intranet only)
8. Coast Guard Freedom of Information (FOIA) and Privacy Acts Manual
9. PPC Travel Website
10. Defense Travel Management Office (DTMO)
11. Invitational Travel Orders (ITO) COMDTINST 12570.3(Series)

2.B.7.3 AO Duties

AO's must:

- Confirm in an individual travelers possess a Government-sponsored Travel Charge Card (GTCC) when commencing official travel.
- Authorize and approve travel in support of the required mission(s).
- Make certain that directed travel is performed in the most efficient manner.
- Determine that travel expenses were necessary, reasonable, justified, and consistent with completing the assigned objective or mission.
- Deny/disapprove travel and travel expenses that DO NOT adhere to Federal Travel Rules and Regulations.
- Review and approve travel documents within two days of receipt.

Continued on next page

2.B.7 The Approving Official (AO) Role, Continued

2.B.7.3 AO Duties (Continued)

- Physically possess the original orders and all required receipts for the advance or settlement request prior to electronic approval in TPAX. Once approved, all documentation shall be returned to the traveler and informed to maintain for six years and three months.
- Assist Travelers with submission of post payment audit requests.
- Check unit web reports for members within the command being selected for audit, if member has transferred forward copy of audit info to new unit when applicable.

Note: The unit controlling the authorization of travel must maintain copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, and all supporting documents relating to official travel. These official travel records shall be maintained for a period of six years and three months.

- The **Approving Official Checklist and Travel AO Course** is available to assist AO's in completing their duties. http://www.uscg.mil/ppc/travel/aocert/1-Overview/index.htm
- The Approving Official Checklist is available from PPC's web site at: http://www.uscg.mil/ppc/travel/aochecklist.pdf /

2.B.7.4 Designation

TPAX profiles must be set up with complete and accurate general information prior to faxing a request for TPAX AO designation. TPAX AO designation requests without a member's basic profile are not updated in TPAX by PPC.

2.B.7.5 Procedure

To designate an AO, complete TPAX Approving Official (AO) Designation form, CG-7421A (http://www.uscg.mil/ppc/forms/).

1. Complete the blocks 1-7 of the form at the unit level, signatures required in blocks 13-14. Block 13 must be in the member's supervisory chain of command.
2. Fax the form to PPC Travel at (785) 339-2296.
3. Within 3 business days of receipt, PPC Travel enables AO privileges in TPAX.

Note: Each form supersedes the previous so all forms should be inclusive of permissions.

Continued on next page

2.B.7 The Approving Official (AO) Role, Continued

2.B.7.6 Terminating Privileges

To terminate TPAX AO designation and privileges a supervisor within the command submits a PPC customer service ticket.

2.B.8 Unit Command Representative (UCR) and Customer Service Representative (CSR) Roles

2.B.8.1 Introduction

Unit Commands can designate a Unit Command Representative (UCR) and/or a Customer Service Representative 2 (CSR2) to provide tier 2 level support to unit personnel.

2.B.8.2 UCR and CSR Duties

Unit Command Representative (UCR): UCRs perform administrative activities and have the ability to run unit ADHOC queries based on a specific set of criteria as determined by the local command. These queries could contain privacy act or personal identification information data that is to be used only for official purposes in the performance of official duties and only within the user's AOR. UCRs are cautioned on the subject of running queries without the local command's approval. Additionally, UCRs have the ability to access Unit Web Audit reports from the PPC website at: http://cgweb.ppc.uscg.mil/TRAVEL/AUDITS/default.asp.

Customer Service Representative 2 (CSR2): CSRs have the authority to review all CG travel accounts in TPAX, to assist members with questions, research travel issues, provide necessary instruction/assistance, for audit support purposes, or for other official job duties as authorized by PPC Travel. CSR2 permissions are granted on a case by case basis, for a specific purpose and duration.

2.B.8.3 Designation Procedures

Units can designate a representative by completing form CG-7421A, checking the respective block. For CSR2 permissions, unit must indicate specific purpose and duration. PPC Travel reviews before access is granted.

2.B.8.4 Terminating Privileges

To terminate UCR privileges a supervisor within the command submits a PPC customer service ticket. CSR2 privileges are terminated based on the end of the period designated on the application form CG-7421A. *NOTE: All privileges automatically expire one year from the date of command signature on form CG-7421A.

2.B.9 Pay & Personnel Center (PPC) TPAX Responsibilities

2.B.9.1 Introduction

As the Process Owner of TPAX, PPC (tvl) conducts system management, maintenance, and development.

2.B.9.2 Support Services

This list identifies TPAX support services provided by PPC (tvl).

Service	Description
Technical Support	Assistance troubleshooting TPAX software errors, providing feedback to the field, and reporting corrections and enhancements to programmers.
Maintenance	Download/update TPAX database(s) of AO's, user profiles, CG standard accounting lines, city per diem rates, and Reimbursable Agreement Numbers (RAN).
Travel Entitlement Computation	Process TPAX transactions through WINIATS to calculate entitlements.
FINCEN Liaison	Act as liaison by releasing WINIATS data electronically to FINCEN for payment processing and resolving reported errors.
Reports	Provide query reports of value to units.
Resources	Travel Branch maintains several valuable links on travel entitlements at: http://www.uscg.mil/ppc/tvl.asp.

2.B.10 CG Finance Center (FINCEN) TPAX Responsibilities

2.B.10.1 Introduction

The CG Finance Center (FINCEN) is responsible for verifying WINIATS downloads from PPC and processing travel claim data for payment.

2.B.10.2 Support Services

This list identifies TPAX support services provided by CG FINCEN.

Service	Description
Payment Status	Travelers can call 1-800-564-5504 (or 757 523-6940 for OCONUS travelers) to use FINCEN's auto-attendant that reports the status of a travel payment.
FINCEN Websites	To electronically view payment status of claims go to the Finance Center's Intranet/CGWEB site at:: http://cgweb.fincen.uscg.mil/travel.htm And select from the available list of web applications: o Travel Claim History o Travel Claim/Voucher Status (last 90 days) o TPAX Audit Status Inquiry

2.B.11 TPAX Records Maintenance

2.B.11.1 Traveler

It is the traveler's responsibility to manage records for all travel transactions related to TPAX. This includes printing travel authorizations **BEFORE** traveling, printing claims **AFTER** approval by the AO and retaining authorizations, claims (both with signatures of traveler and AO) and required receipts for a period of not less than six years and three months following completion of travel.

2.B.11.2 Travel Document Verification

Prior to approving transactions for claim settlement in TPAX, the AO must have all supporting documentation, including printed original signed authorization, claim and receipts, and verify the data entered in TPAX is accurate. Without the original travel authorization/order, amendments, receipts, and advance requests, the AO *should not* approve the transaction for payment. Once approved, all documentation shall be returned to the traveler and informed to maintain for six years and three months.

The unit controlling the authorization of travel must maintain copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, and all supporting documents relating to official travel. These official travel records shall be maintained for a period of six years.

2.B.11.3 Records Retention

The traveler must retain travel claim records (listed below) for six years and three months.

- Original Travel Authorization/Order with signatures of the traveler and AO.
- Amendments to the Travel Authorization/Order, if applicable.
- Claim (DD-1351-2) with signatures of the traveler and AO. When the traveler files an electronic claim (DD-1351-2) in Web-TPAX, block 20.a and block 21.a are where the traveler's and AO's printed name and electronic signatures appear, it's not necessary to re-sign these claims in ink. **Manual claims must be signed in blue ink.**
- Receipts as required by current regulation (JTR). A receipt must show what and when specific services were rendered or articles purchased, and the unit price. See JTR, par. U2710. Receipts are required for:
  - Lodging expenses regardless of dollar amount
  - Any claimed expenditures of $75.00 or more.
  - Rental vehicles and commercial travel (airfare, train, etc.), regardless of cost.

Note: See 2.B.21.2 for guidance on the documentation necessary in the event a required receipt is lost or missing.

2.B.12 TPAX Audits (Reviews)

2.B.12.1 Auditing

Due to requirements of the JTR, par. 1115-C4, ALL travel claims submitted via TPAX are subject to the audit review process to ensure funds accountability, unit controls, and process integrity.

PPC (tvl) notifies a member by email of Travel Claims selected for audit. *Members are not to submit an audit package prior to receiving a request.*

2.B.12.2 Audit Travel Claim Package

The Audit Travel Claim package consists of:

- Copy of signed original orders (all original travel orders MUST be signed by an approving official including those generated by Direct Access and FPD). Orders generated out of TPAX do not require a hand written signature.
- Copy of all signed amendments.
- Copy of travel claim (DD-1351-2 electronically signed).
- Copy of itemized receipt(s) indicating payment in full for all hotel/motel lodging reflecting all occupants and single daily lodging rates (Express Check-out receipts are not acceptable).
- Itemized receipts for lodging must include the single room rate (monthly amount on leases) applicable daily taxes, dates of lodging, name of establishment/landlord/leasing office, full address and contact information (phone number).
- All other itemized receipts must include total amount, name of establishment, full address and contact information (phone number).
- Rental car receipts not indicating the amount paid (showing amount due) must have the accompanying credit card statement showing the amount billed to the traveler. The itemized rental car receipt must be included along with the credit card statement. Other transactions, card number and account number can be concealed if desired by the traveler.
- Copy of signed Long-Term or month to month lease agreement(s)
- Copy of signed monthly rental receipt (proof of payment includes but is not limited to copy of money order or front & back of cancelled check)
- Copy of airfare itinerary(s) (must reflect cost of airfare) and excess baggage receipts.
- Copy of commercial transportation receipts (This includes air, rail, bus, ferry, and rental car receipts; estimated receipts are not acceptable).
- Copy of receipts **for all reimbursable expenses** of $75 or more.
- Copy of GTR worksheet if the cost of a GTR was authorized in lieu of common carrier travel.

Note: Credit card statements are not authorized to be used as a receipt.

Continued on next page

2.B.12 TPAX Audits (Reviews), Continued

2.B.12.3 Responsibilities

This table describes the responsibilities associated with TPAX travel claim audits.

Who	Responsibility
PPC (tvl)	When a claim is selected for a post-payment audit, PPC sends the traveler a courtesy impending-audit notice email with no action required. Once the audit commences, if the traveler did not attach required documents to the original claim or additional documents are needed, PPC will send the traveler an email notice (a kick back email) of what is required and will give 30 business days to scan and attach (or mail) required documents. If the traveler does not attach/submit required documents, PPC will send a final email notice informing the traveler that a debt is being created to collect all or a portion of the claim based on missing documents. In all cases, PPC will no longer send Second, Third, or Final Audit Requests. **It is imperative that members ensure their e-mail address in TPAX are current (uscg.mil or dhs.gov).** • Initiate audit requests for specific claims by e-mail to the traveler. Further instructions are provided at the time of the audit request. • Audit claims by comparing TPAX travel claim information with submitted audit package • If an incorrect payment is found during the audit, a credit or pay adjustment authorization (PAA) is issued to resolve the travel discrepancy. • Claims received from units are NOT returned. • Claims that do not result in an overpayment of travel entitlements and have original orders and/or receipts are returned to traveler using their most current mailing address in TPAX. • Initiate and post a web based Pending Audit Report for units. This report can be found at: http//cgweb.ppc.uscg.mil/TRAVEL/AUDITS/default.asp • Notify travelers of incomplete audit packages and request corrective actions (kickback).

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2.B.12 TPAX Audits (Reviews), Continued

2.B.12.3 Responsibilities (continued)

Who	Responsibility
Traveler	• Mail travel claims package for TPAX audits to: COMMANDING OFFICER (TVL- TPAX AUDITS) U. S. COAST GUARD PAY & PERSONNEL CENTER 444 SE QUINCY ST TOPEKA, KS 66683-3591 Note (Multiple Audits): If the traveler is audited on multiple claims, a complete individual audit package is required for each claim requested for audit. Multiple audit packages can be sent in the same envelope to PPC (TVLTPAX AUDITS). However, each claim package must be separated by placing each audit in their own individual package that distinguishes them apart from each other. Incomplete/improperly prepared packages must be returned to the member to be separated into the individual audit packages. Additionally, Please send only copies of the required documents. • Do NOT mail original orders, amendments, and receipts with your travel claims package, **send copies**. You are required to keep the original documents for six years and three months following completion of travel. • Notify TPAX AO immediately of any known discrepancies or changes to audited original travel claims.

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2.B.12 TPAX Audits (Reviews), Continued

2.B.12.3 Responsibilities (continued)

<table>
<tr><th>Who</th><th>Responsibility</th></tr>
<tr><td>Traveler
(continued from previous page)</td><td>

PPC will only notify the traveler ONE (1) time of the audit selection as all documents should already be in the WebTPAX system. If the traveler receives a KickBack email indicating there is something wrong with the documentation or if documentation is missing, the traveler will have <u>30 business days</u> to open WebTPAX, attach the additional documentation to the travel claim and then notify PPC Travel through a customer service ticket that the requested documentation has been provided.
Travelers can request a suspension of an audit due to operational commitments. Requests need to be submitted to PPC Customer Care. Requests must include the claim number and the estimated ending date of suspension. Submit requests via the PPC web site: http://www.uscg.mil/ppc/ccb/.
Is responsible for repayment of monies received due to erroneous information provided on original claim submission. Do NOT send any cash, checks, or money orders to PPC (tvl). Please make your check or money order payable to “U.S. Coast Guard”, and write your TONO on your payment. Include a copy of your official notice of travel overpayment letter and send your payment to:
<table>
<tr><td>USCG ART/OTHERS
PO BOX 530249
ATLANTA, GA 30353-0249</td><td>For Express Mail:
BANK OF AMERICA
LOCKBOX NO. 530249
1075 LOOP ROAD
ATLANTA, GA 30337-6002
ACCOUNT NUMBER: 6731</td></tr>
</table>

If an audit results in an overpayment, travelers are not authorized to submit subsequent claims in TPAX to cancel the debt. If a supplemental travel claim is necessary to offset the debt, the supplemental claim package must be mailed to PPC (TVL-TPAX Audits).
If further documentation is needed to reconcile a debt created in the audit process, travelers/AOs can submit a “HOT AUDIT” package including the full original submitted audit package plus the additional documentation. Hot audits can be faxed with the statement “HOT AUDIT” on the cover sheet to 785-339-3777.
Take corrective action on returned claims and resubmit for audit within 10 days.
Remember: Maintain original orders, amendments, travel claim, and receipts for a period of 6 years and 3 months.

</td></tr>
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2.B.12 TPAX Audits (Reviews), Continued

2.B.12.4 Audit Status Reports

To assist travelers and commands in tracking the status of audit requests, PPC and FINCEN have reports on the web. It is encouraged that your unit run the report monthly.

The most recent audit request reports can be accessed the first week of each month via the PPC intranet (CGWEB) page at: http://cgweb.ppc.uscg.mil/travel/audits/. Enter the unit 7 digit OPFAC in the search box to find the link to your unit page, which contains 5 reports: 1st requests; 2nd requests; 3rd requests; suspended requests; and requests being recouped.

Travelers can also view audit request status by going to the FINCEN website http://cgweb.FINCEN.uscg.mil/tvs_aux2/ (Intranet/CGWEB). This shows the following information on a requested audit: claim number, TONO, travel dates, dates of requests, date received at PPC, date suspended, suspension end date, date cancelled, date returned to the traveler for further documentation, and date when the audit was completed.

2.B.13 Amendments to Orders

2.B.13.1 Amendment to Orders

Orders can be amended after-the-fact to document verbal authority given during the TDY and PCS travel period when unforeseen circumstances emerge that require the traveler to incur costs not originally anticipated.

The Order Issuing Official who directed and funded the travel makes amendments to the Orders. The amendment should identify:

- Traveler
- TONO/ACCTNG Data
- Entitlement specified
- Reason for change
- Authorized Official Signature (Original signature in blue ink, not stamped or color copies)

Amendments are done on memo, letterhead, e-mail, or handwritten note and attached to the original TDY order. Amendments require the AO's name and EMPLID printed/typed with their original handwritten signature in blue ink.

2.B.13.2 When Amendments Are NOT Authorized

There are some provisions that, if not authorized in the TDY order BEFORE travel starts, CANNOT be approved for payment after travel is completed.

Example: An order DIRECTING use of common carrier cannot be amended after the fact to permit some other form of transportation when common carrier was the order issuer's intended form of transportation for the member.

2.B.13.3 Amendments Cannot Be Used to Deny an Entitlement

Under NO CIRCUMSTANCES can an order be amended after the fact to deny a travel entitlement originally contained in the travel order.

Example: Orders cannot be revoked or modified retroactively so as to increase or decrease the rights that have accrued or becomes fixed, after the travel has been performed.

After travel is completed, an authority cannot retroactively modify travel orders to direct a reduced per diem rate when a commercial meal rate was initially authorized.

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2.B.13 Amendments to Orders, Continued

2.B.13.4 Amendments to Training Quota Management Center Orders

Orders issued by the Training Quota Management Center (TQC) can be amended by the unit AO to reflect alternate means of travel to and from TDY location. Cost of alternate travel cannot exceed the constructed cost of the GTR. Unit AOs can also authorize and amend orders to cover remain overnights (RON). Unit authorization of RON is limited to delay in travel due to weather, missed connections due to late arrival of a flight, and to accommodate travel IAW JTR, par. U3006. RONs are not authorized for personal convenience. IAW JTR, par. U3015-C and APP G, the AO can authorize/approve excess accompanied baggage.

Rental vehicles and change in course dates must be approved by TQC. To request an amendment, contact the POC for the related course at: http://www.uscg.mil/hq/tqc/TQC_phone_list.asp. If approved, TQC replies with an e-mail amendment that must be printed and signed by the unit AO and placed with the original orders.

2.B.14 Blanket Travel Orders

2.B.14.1 Definition

A Blanket Travel Order is a TDY Order issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties.

2.B.14.2 Reference

(a) Joint Federal Travel Regulations (JTR), par. U2225.

2.B.14.3 Requirements

Blanket Travel Orders must meet the following requirements.

- Be an order for an individual.
- Define the time period covered by inclusive dates.
- Inclusive dates to not cross fiscal years (30 Sep/01 Oct).
- Define the geographic area in which travel can be performed.
- The reason(s) making the blanket/repeat TDY order necessary.
- Excess accompanied baggage authorization, if necessary; and
- Other conditions, limitations, and instructions appropriate such as the use of GOV'T QTRS/dining facility/mess is required if available to the member.

For geographic area(s) the Blanket Travel Orders must list the following:

- Unlimited Open. Allows the traveler to travel anywhere on official business without further authorization for a specified period of time within a fiscal year.

- Limited Open. Allows the traveler to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for a specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year.

- Repeat. Allows the traveler to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year.

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2.B.14 Blanket Travel Orders, Continued

2.B.14.3 Requirements (Continued)

The following types of travel must be authorized on a trip-by-trip basis;

- Other than economy/coach-class transportation
- Conference travel
- Foreign travel
- Travel funded from a non-federal source
- Training-related travel
- Travel by volunteers and invitational travel

Note: Generic actual expenses allowance is not authorized on blanket orders. If necessary, an amendment to the order must be completed.

2.B.14.4 Monthly Order

The period covered by a Blanket Travel Order that is one month in duration.

2.B.14.5 Quarterly Order

In a situation of almost constant travel (e.g., the sum of the TDY travel is expected to be 1 out of 3 months), a quarterly travel order could be appropriate.

2.B.14.6 Order For a Period in Excess of a Quarter

Only under the most continuous travel circumstances (e.g., the sum of the traveler's TDY period is expected to equal or exceed 6 months) should a Blanket Travel order for a period in excess of a quarter be issued.

2.B.15 Group Travel Orders

2.B.15.1 Definition

A group Travel Order is a no cost order that covers a group while traveling between the permanent duty station and a TDY location or between TDY locations. No cost travel orders **do not** require submission of a travel claim.

2.B.15.2 Reference

(a) Joint Travel Regulations (JTR), pars. U4102-O and U2015.
(b) Military Assignments and Authorized Absences, COMDTINST M1000.8(series), 1.G.12.b(Exhibit 1.G.1).

2.B.15.3 Travel Entitlements

Group travel affects travel entitlements for travelers of the group ONLY while traveling between locations. Group travel has no impact on travel entitlements for travelers of the group while at TDY location(s).

- For unexpected expenses, attach a Claim for Reimbursement for Expenditures on Official Business, form SF-1164 to orders.

2.B.15.4 Identifying the Travelers

The name of the senior traveler of the group is to appear on the order with other travelers listed on an attachment that is a part of the order.

Example: TO: LTJG/O2 SAFE T. HATCH 000-00-0000, USCGR and group (see attached)

- This procedure generally enables changing only the attached list when the membership of the group changes before travel begins.
- If the senior member changes, the basic order must be redone.

Continued on next page

2.B.15 Group Travel Orders, Continued

2.B.15.5 Preparing the Attachment

The attachment must list and fully identify each traveler of the group by the following information:

- rate/rank/grade
- name
- employee ID number
- document identification number suffix

Note: The document identification # for each member must be the same EXCEPT each traveler must have a unique suffix specifically identifying that member.
The command and staff symbol and duty phone need only be shown if the travelers are from different commands than that of the senior member.

The last entry must be “AND NO OTHERS”.

2.B.16 Leave and Liberty Combined With TDY Travel

2.B.16.1 Introduction

A traveler could sometimes combine leave and/or liberty (LV/LIB) with TDY travel.

- The member could be…
  - Taking LV/LIB time to depart on TDY early or
  - Taking LV/LIB time and returning from TDY late

An entry in the "remarks block" of the travel order specifying the traveler's LV/LIB status in connection with TDY travel is required. The entry needs to denote the travel status "constructively" begins on the necessary departure date and/or ends on the necessary return date, exclusive of LV/LIB time.

The traveler notes LV/LIB in the itinerary section 15 of DD-1351-2.

2.B.16.2 Rationale

TDY Orders where LV/LIB liberty is combined with travel MUST be annotated to prevent per diem from being erroneously paid for liberty days. THERE ARE NO TRAVEL ENTITLEMENTS EARNED DURING LEAVE OR LIBERTY.

2.B.16.3 Example 1: Member Departs Early

Situation: Travel that should commence on January 8 but actually commences on January 6.

Entry: "You are to depart for TDY on 08JAN(YR) for about 6 days. You are authorized to depart on 06JAN(YR) in a liberty status. Travel status for per diem begins constructively on 08JAN(YR). Note on your travel claim in block 16 the time and date your official duties at the TDY site began."

2.B.16.4 Example 2: Member to Return Late

Situation: Travel that should commence on January 8, and should end back at the permanent duty station on January 13 but actually ends on January 15.

Entry: "You are to depart for TDY on 08JAN(YR) for about 6 days. You are authorized to remain at (TDY location) in a liberty status until 15JAN(YR). Travel status for per diem ends constructively on 13JAN(YR). Note on your travel claim in block 16 the time and date when your official duties at the TDY site ended."

Continued on next page

2.B.16 Leave and Liberty Combined with TDY Travel, Continued

2.B.16.5 Example 3: Member to Depart Early and Return Late

Situation: Travel, which should commence on January 8 but actually commences on January 6 and should end back at the permanent duty station on January 13 but actually ends on January 15.

Entry: "You are to depart for TDY on 08JAN(YR) for about 6 days. You are authorized to depart on 06JAN(YR) in a liberty status. You are authorized to remain at (TDY location) in a liberty status until 15JAN(YR). Travel status for per diem begins constructively on 08JAN(YR) and ends constructively on 13JAN(YR). Note on your travel claim in block 16 the time and date when your official duties at the TDY site began and ended."

2.B.17 Pay Entitlements Affected by TDY

2.B.17.1 Introduction

Some pay entitlements can be affected by TDY assignment. The SPO/Unit must ensure the traveler is aware of all entitlements affected by TDY orders.

2.B.17.2 Reference

(a) Coast Guard Pay Manual (PAYMAN), COMDTINST M7220.29(series)

- Section 3-A, Basic Allowance for Subsistence - Enlisted Members
- Section 3-H, Family Separation Allowance (FSA)
- Section 4-A, Hardship Duty Pay - Location
- Section 4-B, Career Sea Pay

2.B.17.3 Affected pay entitlements

Use this table when counseling a member on which pay entitlements can be affected by a TDY order.

WHEN member goes TDY	THEN member
to a career sea pay eligible vessel/mobile unit, Note: When a member receives travel allowances for residing in commercial quarters and subsistence, they are not performing “sea duty” and are not eligible for sea pay/time. To be eligible for sea pay/time the member must be berthed and subsisted aboard a vessel while TDY.	is entitled to sea pay/time at the rate level for that vessel type.
to a unit without a government dining facility,	is entitled to ENL BAS while TDY.
to a unit with a government dining facility **and is not charged for meals**	is entitled to ENL BAS minus DISCOUNT MEAL RATE while at the TDY site.
to a shore unit from a career sea pay eligible vessel/mobile unit over 30 days,	is not entitled to sea pay after 2400 on the 30th day.
over 30 days and has dependents,	could be entitled to Family Separation Allowance (FSA-T).
from a career sea pay eligible vessel,	cannot combine ship underway time with TDY time to qualify for FSA-T.
over 30 days,	could lose entitlement to hardship duty pay-location and/or diving pay.
away from overseas permanent station,	entitlement to Family Separation Allowance - Housing (FSH) terminates on the 59th consecutive day of TDY.

2. B.18 Preparation of TDY Order (CG-4251 Rev. 5/12)

2.B.18.1 Introduction

The CG-4251 is a form for issuance of civilian and military Temporary Duty (TDY) orders. The CG-4251 can be prepared using the USCG Adobe Forms application software, a typewriter or by using TPAX.

2.B.18.2 Procedure

Here are specific directions to complete the CG-4251.

Block	Entry
1. Name	For individual travel enter the traveler's name in the following format: LAST, FIRST, MI, SUFFIX
	For group travel enter the senior traveler's name in the following format: LAST, FIRST, MI, SUFFIX, AND GROUP (SEE ATTACHED)
2. Emplid	Enter the employee (7 digit) identification number
3. Grade/Rank	The traveler's rate/rank and pay grade Example 1: MK2/E5 Example 2: CDR/O5
4. Current Duty Station	The traveler's command (and staff symbol) if any. Example 1: SECTOR SAN DIEGO Example 2: COMDT (CG-1332)
5. Work Phone Number	The traveler's duty phone number, including area code, and extension. Example: 785- 357-3691 (X35)

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
MILITARY/CIVILIAN TEMPORARY DUTY (TDY) TRAVEL ORDER

1. Name of Traveler *(Last Name, First Name, MI)*	2. Employee ID	3. Grade/Rank	4. Current Duty Station	5. Work Phone Number
Guardian, John B.	1234567	BM1/E6	CG SEC SAN DIEGO	619-55-1212

Exhibit 2.B.17.1: CG-4251, blocks 1-5.

6. Depart Date	The date that the traveler is to depart the PDS and begin TDY travel, in the following format: MM/DD/YYYY Example: 04/15/2012 Note: If the traveler is taking leave or liberty and departing early enter the "constructive" date that the traveler would have departed to report on time had there been no leave or liberty authorized.
7. Expected Date of Return to PDS	The date the traveler is expected to return to the PDS (in MM/DD/YYYY format). ♦ This is the last day for which travel allowances can be paid. ♦ If the member is taking leave or liberty and returning later enter the "constructive" date that the member would have returned to PDS on time had there been no leave or liberty authorized.
8. Estimated Days	The number of days the traveler is expected to remain away from the PDS in a TDY status (do not include leave and liberty days) Note: This is the maximum number of days for which travel allowances can be paid. If the traveler is authorized to depart early and/or return late, an endorsement to the orders authorizing the additional travel day(s) is required for additional travel allowances to be paid.

Continued on next page

2. B.18 Preparation of TDY Order (CG-4251 Rev. 5/12), Continued

2.B.18.2 Procedure (continued)

Block	Entry
9. Order Issuing Authority	This is the command that issued the orders.
10. Authorized days of leave	The number of days leave authorized (if any), from date and to date. The leave must also be authorized via Absence Request/eLeave .

6. Departure Date *(MM/DD/YYYY)*	7. Expected Date of Return to PDS *(MM/DD/YYYY)*	8. Estimated Days	9. Order Issuing Authority	10. Authorized 01 days of Leave
08/09/2011	08/14/2011	05	FORCECOM (FC-1)	Dates of LV: 08/15/2011 to 08/15/2011

Exhibit 2.B.17.2: CG-4251, blocks 6-10.

11. Blanket Orders	For a Blanket Travel Order mark the appropriate checkbox and enter the beginning and ending dates for the period the order covers (use the MM/DD/YYYY) format. Example: FROM 10/01/2011 to 10/31/2011

11. **BLANKET ORDERS** *(Doc type 13 TONO)* ☐ Unlimited Open ☐ Limited Open ☑ Repeat Travel
Period of travel from 07/01/2011 to 09/30/2011 *(See Block 13A for Geographical location)*

Exhibit 2.B.17.3: CG-4251, block 11.

12. Medical Travel	Check appropriate box as applies for medical travel. Otherwise, leave blank. See JTR, pars. U7250 and U7550 for more information.

12. **FOR MEDICAL TRAVEL**: ☐ Inpatient ☐ Outpatient ☐ Attendant ☐ Escort

Exhibit 2.B.17.4: CG-4251, block 12.

13A Report to	The unit and geographic location(s) including county if in CONUS Example: C3CEN Portsmouth (Independent City) VA Sonoma County, CA Miami (Dade County), FL If member is traveling to more than one TDY Unit, enter the units in the order they are to be visited.
13B Purpose of TDY	Description of TDY reason (from drop down) Example. 1. Site visit 2. Training 3. Conference
13C Dates of TDY	List the beginning and end dates of each TDY period, using MM/DD format.

13A. **REPORT TO:** UNIT/CITY/COUNTY/ STATE/ZIP-CODE/COUNTRY	B. Purpose of TDY (Conference: must have an approved conference attendance worksheet.)	C. Dates of TDY *(mm/dd-mm/dd)*
STA Monterey CA	Site Visit	08/14 - 08/14
STA San Francisco CA	Site Visit	08/15 - 08/15
Various locations with the 11th CD Dist	Training	07/01 - 09/30

Exhibit 2.B.17.5: CG-4251, blocks 13a – 13c (non-blanket and blanket travel orders)

Continued on next page

2. B.18 Preparation of TDY Order (CG-4251 Rev. 5/12), Continued

2.B.18.2 Procedure (continued)

Block	Entry
14. Remain Over Night (RON)	Leave blank, unless authorized to remain overnight to await transportation (if authorized, enter the number of nights and locality).
14. Remain Over Night (RON) awaiting transportation may be authorized for 01 night(s) at (locality) Seattle, WA	
Exhibit 2.B.17.6: CG-4251, block 13.	

15. Per Diem	1. Enter the maximum per diem rate for lodging and meals & incidental expenses (M&IE) in the spaces provided. Rates can be obtained from:
	http://www.defensetravel.dod.mil/site/perdiemCalc.cfm
	2. QUARTERS: Type of quarters directed at TDY location.
	• **Government/Government Contracted** (when MBR is directed to a military installation or if the lodging is already paid for by the government. If member pays for lodging fees at TDY, reimbursement is authorized.)
	• **Commercial Lodging** (There are NO Gov't quarters available; MBR authorized reimbursement up to lodging rate for TDY area. MBR uses local hotel.)
	*****NOTE:** Per JTR, par. U1045, for CG Personnel only: Govt Qtrs are available only if use is directed in the order.*
	3. **MESSING**: Type of Messing directed at TDY location (Select only one):
	• Government Rate (*Military Only*). Civilians members are never directed to eat at Government Installation, Civilians are authorized either Commercial or Reduced (no lower than the incidental rate and no higher than maximum M&IE. Reduced rate must be ordered and accepted prior to TDY commencing.
	  • Messing directed for all three meals: Example, "A" school or OCS, member only authorized the incidental rate for periods of TDY (indicate cost or no cost).
	  • Proportional Per Diem: MBR is authorized the proportional per diem rate for TDY area. All three meals are NOT available to the MBR.
	  • Reduced Per Diem Rate: MBR authorized reduced per diem rate for TDY area. Authorization for reduced Per Diem comes from COMDT (CG-1332) memo 4650 of _____.
	• Commercial Rate (Full locality per diem rate)
	4. Actual Expenses Authorized: Check Exemption box if member is authorized Actual Expense for Lodging. (See JTR, par. U4200 and FTR, par. 301-11.300). Enter the percentage per day, allowance and period.
	
	***NOTE**: When travel orders do not direct the Government Meal Rate, or Proportional Meal Rate, or a Reduced Per Diem Rate, the settlement results in the locality M&IE rate being paid. (See JTR, par. U4165 for an explanation of deductible meals)*

Continued on next page

2. B.18 Preparation of TDY Order (CG-4251 Rev. 5/12), Continued

2.B.18.2 Procedure (continued)

Block	Entry
15. Per Diem (cont'd)	15. PER DIEM Military: JFTR, par. U4100/Civilian: FTR, par. 301-11 Max Locality Per Diem Rate: Lodging $ 96.00 M&IE $ 33.00 *(Lodging Receipts required for reimbursement)* QUARTERS ☐ GOV'T/GOV'T CONTRACTED ☐ No Cost ☐ Cost ☑ COMMERCIAL Lodging *(Gov't Quarters NOT Available)* MESSING ☐ GOV'T Rate ☐ MESS for ALL three meals ☐ No Cost ☐ Cost ☐ Proportional Meal Rate ☐ Reduced/No M&IE of $ _____ (For Military: IAW COMDT (CG-1222) memo 4650 of _____) ☐ COMMERCIAL RATE *(Full Locality Per Diem)* EXEMPTION ☐ Actual Expenses Authorized (JFTR, par. U4200 & FTR, par. 301-11.300) _____ % per day allowed at _____ for period _____ *Exhibit 2.B.17.7: CG-4251, block 15.*

Continued on next page

2. B.18 Preparation of TDY Order (CG-4251 Rev. 5/12), Continued

2.B.18.2 Procedure (continued)

Block	Entry

16. Mode of Travel	Select the mode of transportation directed to and from the TDY locality. One or more of modes listed could apply. Remember: It is mandatory to arrange official travel through the Travel Management Center (TMC) or a Commercial Travel Office (CTO) per JTR, par. U2400.
	
	• **Commercial Carrier**: (Government Travel Charge Card: Individually Billed Account)
	• **Gov't Procured Transportation Ticket:** (Centrally Billed Account) MBR's Ticket was paid for under the MBR's TONO and reimbursement is not authorized.
	• **Gov't Owned Conveyance:** MBR is authorized to travel by Government conveyance. Pick one of the following: Auto, Vessel, and Plane. NO REIMBURSEMENT.
	• **Privately Owned Conveyance:** MBR is authorized to travel by own conveyance. Pick one of the following: Car, Airplane or Motorcycle. Subject to reimbursement.
	  • **POC is more advantageous to the Gov't**: MBR is reimbursed full mileage and tolls for traveling with POC.
	  POC is authorized not to exceed the cost of a GTR. MBR subject to reimbursement not to exceed the cost of a GTR. Specify the amount of government procured transportation (GTR) cost.
	16. MODE OF *TRAVEL (Mode of travel to TDY site and Return) (It is mandatory to arrange Official Travel through the TMC/CTO).*
	☐ Commercial Carrier *(GTCC IBA Use)*
	☐ GOV'T Procured Transportation Ticket *(GTCC CBA Use)*
	☐ GOV'T Owned Conveyance ☐ Auto ☐ Vessel ☐ Plane
	☐ Privately Owned Conveyance (POC): ☐ Car ☐ Airplane ☐ Motorcycle
	☐ POC is more advantageous to the Gov't
	☐ POC is authorized not to exceed the cost of a GTR $
	Exhibit 2.B.17.8: CG-4251, block 16.

17. Travel at TDY Site	Select the mode of transportation around the TDY locality. 17. TRAVEL AT TDY SITE ☐ Rental Car *(compact)* ☐ Upgrade Authorized-size _____: *(TMC/CTO use is mandatory)* ☐ Local travel: taxi/bus/metro/other public conveyance *(Max 15% Tip)* *Exhibit 2.B.17.9: CG-4251, block 17*

Continued on next page

2. B.18 Preparation of TDY Order (CG-4251 Rev. 5/12), Continued

2.B.18.2 Procedure (continued)

Block	Entry
18. Authorized Reimbursable Expenses	Travel Expense reimbursable items that require pre-authorization on the travel order are: (1) Registration (or Seminar) Fee. (2) Baggage Fees (3) Communication Services (official use). (4) Phone Calls (official use). Not to exceed amount must be entered. (5) Computer Connections (Official use) 18. AUTHORIZED REIMBURSABLE EXPENSES ☐ Registration Fees *(if meals are included in the cost-report in Block 19, DD-1351-2)* ☐ Baggage Fees ☐ Communication Services *(Official Use)* ☐ Phone Calls *(Official Use)* NTE $ _____ daily ☐ Computer Connections *(Official Use)* *Exhibit 2.B.17.10: CG-4251, block 18*
19. Remarks	Enter in any authorizations or variations not listed in a previous block. Also see enclosure (3) of this manual for examples. Continue on plain bond paper, identified with the travel order number and member's employee ID number, if additional space is necessary.
20. Travel Advance Authorization	Enter the amount of authorized Travel Advance and check the appropriate GOV'T Travel Card Holder box. 20. TRAVEL ADVANCE AUTHORIZATION: ☐ GTCC holder Travel advance is authorized in the amount of $ _____ ☐ Not a GTCC holder/Charged to TONO *(Attach SF-1038)* ☐ Not a GTCC holder/Charged to Debit Card *(Attach SF-1038)* *Exhibit 2.B.17.11: CG-4251, block 20* Note: Do not list the cost of Government procured transportation (GTA/GTR) as an advance.
21. TONO and Accounting String	Enter in the 16 digit Travel Order Number and Accounting String. ♦ Note: If travel spans FY's provide TONO and Accounting String for both FY's. ♦ See section 2-B-23 (beginning on page 55 of this chapter) for additional information. ♦ ALC does not use the 16 digit TONO, they use a 6-8 digit TONO.
22. Funds approving official's Signature (Optional Unit Use)	Official approving the funding signs and dates with original hand written signature in blue ink. *This signature, if for local unit accounting, is not required to be completed when orders are funded from non-unit accounts.* ***This signature certifies that funds have been obligated***
23. Other Gov't agency funds (Optional Unit Use)	Use this block for funds controlled by another government agency. Contact FINCEN (OGQ) and enter a Reimbursable Agreement Number (RAN).

Continued on next page

2. B.18 Preparation of TDY Order (CG-4251 Rev. 5/12), Continued

2.B.18.2 Procedure (continued)

Block	Entry
24. Authorizing Official's Signature, Name, Rank & Title	Authorizing Official original hand written signature in blue ink with rank, title and work phone number.
25. Traveler's Signature	Traveler signs and dates orders upon receipt.
26. Amendment Block	Use this block to amend travel orders authorizing changes after travel has been completed. See section 2.B.12 on page 2-B-22, Amendments to TDY Orders, for more information.

2.B.19 Other Forms of Written Orders

2.B.19.1 Introduction

This section describes forms of written orders.

2.B.19.2 Discussion

There are four very acceptable methods of travel order production. When the use of a Coast Guard travel order form is not necessary, these methods can be used.

1. Letter/Memo Travel Order

- A standard CG Memo that includes all the information necessary (see exhibit 2.B.18.1 on the next page for an example).

2. Authenticated Message Order

- Official telecommunication message traffic can be used as a travel order. Messages that fund and direct official travel can be modified in a travel order authenticating process and used instead of TDY travel order forms CG-4251 or CG-5131. The message would contain the same travel data as the form.
  Simple – Print it, Endorse it, Sign it with original hand written signature in blue ink, and mark as "Original"

3. E-Mail Order

- Like message traffic, electronic mail (e-mail) can also be used as a travel order.

4. Direct Access/CG-5131

- TDY training orders issued by Training Quota Management Center (TQC) via the Direct-Access Airport Terminal are on form CG-5131.
  Simple – Add mode of travel, Per Diem information, remarks ("order notes" in DA), print it, endorse it, sign it with original hand written signature in blue ink, and mark as "Original".

Continued on next page

2.B.19 Other Forms of Written Orders, Continued

Exhibit 2.B.19.1 - Letter Travel Order

U.S. Department of Homeland Security
United States Coast Guard

Commanding Officer
United States Coast Guard
Pay & Personnel Center

444 SE Quincy St.Topeka, KS
66683-3591Staff Symbol: (xxx)
Phone: (xxx) xxx-xxxx
Fax: (xxx) xxx-xxxx
Email:

XXXX
3 Jan 2004

MEMORANDUM

From: JOE BOSN, CGC NEVERSAIL

Reply to Attn of: TONO XX/XX/XXXXXXXXX000

To: BM1 C. Sick XXXXXXX, USCG

Subj: ORDERS; TEMPORARY DUTY; TRAVEL ORDERS

1. You are authorized to proceed from time to time during Fiscal Year _____ to such places within and beyond the continental limits of the United States as is necessary for official business of the Coast Guard. Upon completion thereof, you are to return to your permanent duty station for resumption of regular duty.

2. **Your TONO is XX/XX/XXXXXXXXX000**. Travel necessary to the execution hereof is required by the public interests and is authorized chargeable against Coast Guard Accounting Data X/X/XXX/XXX/XX/X/XX, cost center XXXXX. Travel within CONUS is chargeable against object code XXXX.

3. Travel via government transportation is directed beyond the continental limits of the United States wherever available. Travel via commercial carrier is authorized when government contract carrier is authorized in order to satisfy travel schedule requirements. For MAC, Class Two priority is certified.

4. Travel via privately owned conveyance is authorized providing it has been administratively determined, for each travel segment, that this mode of travel is clearly more advantageous to the government. Local travel via streetcar, bus, subway, street railway, train, etc., is authorized. The use of taxicabs at your temporary duty station is authorized subject to the restrictions outlined in JTR, par. U3510. Hire of special conveyance (GSA vehicle or rental vehicle) is authorized as set forth in JTR, par. U3415. Excess baggage is authorized.

5. Registration fees for conferences, seminars, etc., are authorized. The provisions of chapter 4 of the Joint Federal Travel Regulation, governing per diem rate and reimbursable expenses shall apply under these orders.

6. . Authorizations for Actual Expenses Allowance must be authorized on a trip by trip basis made by a separate endorsement. The endorsement must indicate the location and of Actual Expense.

7. Possession of valid TOP SECRET clearance is certified. Prior to departure, you must, as required, avail yourself of Defensive Security Briefing procedures as set forth in Coast Guard Security Manual, M5500.11A.

8. No proceed time is allowed under these orders.

9. The authority contained herein expires 30 September, 2004, or upon relief of your duties as Director of Resources.

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Continued on next page

2.B.19 Other Forms of Written Orders, Continued

2.B.19.3 Message / E-Mail Authentication

The message travel order authentication process has the potential to reduce travel order preparation time and eliminate duplicative effort**.**

To qualify and use as a travel order form, the message/E-mail travel order, should possess this type of travel data (similar to form CG-4251):

A. Travel order number (TONO) and accounting line data;
B. Traveler name, EMPLID, rank and unit;
C. Traveler PDS subsistence allowance (as shown in example below);
D. The Temporary Duty destination, Purpose and Location (City/County/St/Zip);
E. Reporting Time/Date;
F. Duration of TDY;
G. Mode of transportation authorized or directed;
H. Type of Quarters authorized or directed;
I. Type of Messing authorized or directed;
J. Whether traveler is (is not) a Gov't travel charge card holder;
K. Maximum amount of TDY travel advance funds authorized; and
L. Specifically name reimbursable expenses that must be pre-authorized on the travel order, i.e., Conference costs, Registration fees, Rental vehicle & size authorization, Communication fees, or Actual expense allowance in the amount of ($) for (Locality name)(TDY period), etc.

Continued on next page

2.B.19 Other Forms of Written Orders, Continued

2.B.19.4 Message / E-Mail Endorsement

Make the following authentication endorsement on the top of the first (front) page of the E-mail or if using a message, immediately above the date time group (DTG) number:

QUOTE
(Type in the current date)
FROM: CO (OINC), LONG TITLE NAME OF UNIT
TO: RANK/RATE TRAVELER'S FULL NAME, EMPLID
1. YOU ARE DIRECTED TO TRAVEL TDY AS DESCRIBED HEREIN AND RETURN AND RESUME REGULAR DUTIES THEREAFTER. FOLLOW GUIDELINES ESTABLISHED IAW THIS MESSAGE TRAVEL ORDER CONSISTING OF (#) PAGES. UNLESS OTHERWISE DIRECTED, THE ACCEPTED MODE OF TRANSPORTATION IS: (AS APPROPRIATE).
2. YOU ARE (ARE NOT) A GOVERNMENT TRAVEL CHARGE CARD HOLDER. A TRAVEL ADVANCE IN THE AMOUNT OF ($000.00) IS AUTHORIZED AND SHOULD BE OBTAINED VIA (ATM OR TRAVELERS CHECKS). IF TRAVEL ADVANCE IS CHARGED TO THE USCG, ATTACH SF-1038 ADVANCE APPROVAL.
3. YOUR PERMANENT DUTY SUBSISTENCE ALLOWANCE IS: (INDICATE EITHER: PARTIAL BAS, SEPRATS, OR ENL REG BAS OR OFF BAS)
4. (PLACE ADMIN MATTERS HERE, IE, AUTH LEAVE, MAW COMPLIANCE, ETC) SUBMIT YOUR TRAVEL CLAIM WITHIN 3 DAYS AFTER RETURNING FROM TDY FOR REVIEW AND APPROVAL BY YOUR SUPERVISOR.
//S//
AUTHORIZING OFFICIAL SIGNS MSG/E-MAIL
INSERT AO PHONE NUMBER AND DATE.
UNQUOTE

- AFTER AO SIGNATURE (Original hand written signature, in blue ink, not stamped) (AUTHENTICATION) HAVE MSG STAMPED: <u>ORIGINAL</u>.

2.B.20 Temporary Duty (TDY) Checklists

2.B.20.1 Introduction

These checklists have been provided to assist the unit/and to some extent, the SPO in completing all necessary tasks required for departing and reporting members who are performing TDY. These job aids are designed to be reproduced locally.

2.B.20.2 References

(a) Joint Travel Regulations (JTR),
(b) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2(series)
(c) Military Assignments and Authorized Absences, COMDTINST M1000.8(series)
(d) Personnel Security and Suitability Program, COMDTINST M5520.12(series)
(e) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8(series)
(f) Coast Guard Servicing Personnel Officer (SPO) Manual, PPCINST M5231.3(series)

2.B.20.3 TDY Departing checklist

Use this checklist when a member requires a TDY order.

Step	Action	Reference	Date
1	Member submits TDY Travel Request Worksheet, CG-2070 to unit admin via supervisor, funds approving official (required when unit funds are used. If funded by another source include a copy of the authorization; message, memo, e-mail, etc.) and approving official.	Ref (b) 2.B.19	
2	Counsel member on travel and pay entitlements.	Ref (a) Chap. 4 Ref (b) 2.B.16	
3	Set up travel arrangements. If member is going TDY to "A" School, and an airline ticket is issued, ensure it is a round trip ticket. The Travel Management Office must be used to arrange official travel.	Local policy	
4	Get Commandant (CG-12) approval if TDY is over 180 days or for other than Coach class tickets.	Ref (a) 2415	
5	Complete travel order.	Ref (b), 2.B.17	
6	Ensure member has sufficient funds; arrange for advances if needed.	Ref (a) 2300	
7	Ensure member has sufficient obligated service.	Ref (c) 1.B.6	
8	Ensure member has proper security clearance.	Ref (d)	
9	Ensure member meets weight standards (if applicable) 15 to 30 days prior to class convening.	Ref (e), 2.A.4	

Continued on next page

2.B.20 Temporary Duty (TDY) Checklists, Continued

2.B.20.3
TDY Departing checklist (continued)

Step	Action			Reference	Date
10	Complete PCS/TEMDUINS to "A" School worksheet (CG-2001) if member is going TDY to "A" School.			Ref (b), 2.A.2	
11	If the TDY period is expected to be over 30 days **or could involve changes to member's BAS and/or Career Sea Pay/Time**, send a copy of the orders, annotated with the date and time the member departed, to the SPO so that pay entitlements affected by TDY can be stopped/started. The SPO forwards the SPO PDR to TDY unit's SPO if TDY is over 60 days.			Ref (b), 2.B.16 Ref (f) Part II, Chap 12	
12	**If**	**And**	**Then**	Ref (b) 7.B.3	
	the member has dependents	the TDY period is expected to be over 30 days	provide the member with an FSA Worksheet		
	Instruct the member to complete and submit the FSA Worksheet to the SPO, with a copy of the TDY order on the 31st day away from the permanent duty station.				

Note: The unit must notify the SPO if the member does not travel on the dates of the original TDY orders (e.g. send copies of the amendments or annotations).

Continued on next page

Temporary Duty (TDY) Checklists, Continued

2.B.20.4 TDY Duty Site checklist

Use this checklist for members TDY at your duty site:

Step	Action	Reference	Date
1	Receive copy of TDY order.		
2	Verify member reports for TDY. If member fails to report, notify the permanent unit.	Ref (b) 10.B.5	

2.B.20.5 TDY return checklist

Use this checklist when a member returns from TDY

Step	Action	Reference	Date
1	Ensure member traveled in accordance with the order. If member was required to deviate from the order as issued, ensure any necessary amendments and/or endorsements have been affixed to the original order.	Ref (a) 4400	
2	Ensure member submits travel claim to supervisor within 3 working days of return.	Ref (b), 2.B.2.3	
3	Ensure supervisor reviews the travel claim and signs and dates block 16 within 2 working days.	Ref (b), 2.B.2.3	
4	Provide the SPO with a copy of the orders, annotated with the date and time that the member returned to the unit. The SPO submits a Direct Access transaction to change BAS (unless the member is not required to eat at a government messing facility at both the permanent unit and the TDY unit).	Ref (b), 2.B.16 Ref (f) Part II, Chap 12	
5	Ensure the travel claim is prepared and submitted through TPAX. If TPAX is not used, forward travel claim, original orders, and receipts to PPC (tvl). Documentation must be retained by the member for a period of 6 years & 3 mos.	Ref (b), 2.B.2.3	
6	Forward Career Development Worksheet (CG-2030) to SPO to report school completion or addition of enlisted competency codes.		
7	Review and complete PCS/TEMDUINS to “A” School (CG-2001) if member is returning from TDY to “A” School.		

2.B.21 Reimbursement Methods

2.B.21.1 Introduction

This section covers various reimbursement methods used during TDY.

2.B.21.2 Per Diem Definition

Per Diem is a daily fixed allowance based on geographic locality used to reimburse travelers for lodging, meal and incidental expenses incurred while performing official travel. This allowance is separate from transportation and other miscellaneous expenses.
Note: *Current locality per diem rates are available at*
http://www.defensetravel.dod.mil/site/perdiemCalc.cfm

2.B.21.3 Per Diem Types

Normal Lodging Plus Rate (LDP):

Entitlement to per diem is based on the actual lodging cost incurred plus meals and incidental expense (M&IE) allowances. The total amount is limited to the maximum locality rate established for the TDY area. This per diem type is known as the Lodging Plus (LDP) System. See Joint Federal Travel Regulations (JTR), Chapter 4.

Notes: (1) This type of per diem is commonly listed on orders as "Government Quarters & Messing Not Available."
(2) For INCONUS daily lodging, taxes are **not** included in the daily amount. These taxes are an allowable reimbursable expense next to the lodging amount in the itinerary. OUTCONUS lodging taxes are included in the daily lodging amount.

Continued on next page

2.B.21 Reimbursement Methods, Continued

2.B.21.3 Per Diem Types (Continued)

Actual Expense Allowance (AEA) :

Uniformed: Actual and necessary expenses that exceed the maximum locality per diem rate could be required when there are unusual circumstances (e.g. short notice TDY or seasonally high cost areas) in which lodging plus reimbursement is insufficient to cover travel. Actual expense allowance (AEA) can be authorized before travel or approved after travel. The normal limit is 150% but can be limited up to 300% of the locality per diem rate (rounded to the next higher dollar). The daily reimbursement is the lesser of the actual expenses incurred or the AEA maximum amount. Blanket authority cannot be authorized/approved prescribing AEA for all travel to an area. Each trip and locality must be authorized/approved separately listing the locality, dates and amounts. Daily itemization for M&IE is required. Medical Travel under U7960 or U5240 requires actual cost not to exceed the locality per diem rate.

Note: This type of per diem is listed on orders:

"Government Quarters & Messing Not Available, Authorized Actual Expense not to exceed _____% per day."

M&IE Paid on a Per Diem Basis (AELP):

Uniformed: Actual and necessary expenses that exceed the maximum locality per diem rate are authorized only for the lodging portion of per diem. The lodging portion is reimbursed on an actual expense basis while M&IE is reimbursed under Lodgings Plus. The amount allowed for M&IE and lodging cannot exceed the daily maximum authorized in the AEA for the locality. Itemization for M&IE on a per diem basis is not required.

Note: This type of per diem is listed on orders:

"Actual Expense Authorized for Lodging only not to exceed _____% per night for the dates of _____through _____at _____(city), _____(state)."

Continued on next page

2.B.21 Reimbursement Methods, Continued

2.B.21.3 Per Diem Types (Continued)

For examples, See JTR, par. U4350

Training (TNG):

When military traveler's attend various courses of instruction and are required to use government quarters and unit essential messing, per diem is paid at the current government meal rate (unless provided meals at no cost) and an incidental rate of $5.00 for INCONUS or $3.50 for OUTCONUS. Travelers can also be reimbursed for government quarters fees, if charged. See JTR, par. U4125.

Field Duty:

Travelers on field duty are not entitled to per diem unless circumstances per reference JTR, par. U4105.D apply. The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400, the day before the day on which it ends. See JTR, pars.

Sea Duty (SD) or Government Ship (GS):

Military members are not entitled to per diem for any period of TDY or training while in a sea duty status or aboard a government vessel. Per diem entitlement ceases at 0001 on the day after the date of arrival aboard and ends at 2400 on the day before the date of departure from the vessel. This duty is considered unbroken when a member transfers from one vessel to another and the transfer is made within a 10 hour period. See JTR, par. U4102.

Special or Reduced Per Diem (SPR):

Special or Reduced per diem is a flat rate that is below the normal lodging and M&IE rate for the locality. This per diem rate must be approved by COMDT (CG-1332) and are established for a particular mission/operation. If used, the special rate must be listed on the travel order. See JTR, par. U4135.

Continued on next page

2.B.21 Reimbursement Methods, Continued

2.B.21.3
Per Diem Types
(Continued)

Inpatient:

There is no per diem entitlement for travelers in an inpatient status. However, travelers who must remain on TDY at a medical facility for follow-up appointments or therapy are entitled to per diem allowances. See JTR, par. U7125.

- Assigned to Rehab Center (REH)
  There is no per diem entitlement for travelers while assigned TDY to a rehabilitation center where both government quarters and mess are available. See JTR, par. U7125.
- No Per Diem (NP)
  There are some other circumstances where per diem is not authorized for travel. Some examples are:

  - Travel or TDY Within PDS Limits - Except as for JTR, par. U4105.H per diem is not payable for travel or TDY within the limits of the PDS.
  - Round Trips Within 12 Hours - Per diem is not payable for any period of TDY that is performed entirely within 12 hours.

Note: (1) See JTR, pars. U4100 and U7125 for more info about non-per diem status.
(2) Occasional meals can be reimbursement for certain circumstances for the above types of duty. See JTR, par. U4102.

Flat Rate Per Diem for Long Term TDY

Effective November 1, 2014: In order to encourage travelers to take advantage of cost saving opportunities available for long term travel, travelers performing TDY for more than 30 days in one location (CONUS and OCONUS) will receive a flat rate per diem. For Long-term TDY of 31 -180 days, the authorized flat rate is 75% of the locality rate (lodging plus meals & incidental expenses - M&IE) payable for each full day of TDY at that location. For long-term TDY of 181 or greater days, the authorized flat rate is 55% of the locality rate (lodging plus M&IE) payable for each full day of TDY at that location. On the travel day to the TDY location, the traveler receives up to 100% lodging per diem at the locality rate and 75% meals and incidental expenses (M&IE). When authorized flat rate per diem, travelers are not required to submit a lodging receipt, but may be required to demonstrate that they incurred valid lodging expenses. For Coast Guard personnel, all TDY in excess of 180 days must be justified and authorized/approved by Commandant (CG-1332).

Continued on next page

2.B.21 Reimbursement Methods, Continued

2.B.21.4 Travel Settlement Defaults

TDY travel rules have several 'defaults' or assumptions when information is inadequate or absent on the travel order. The protection against these defaults is a TDY order that contains clear, adequate, and correct information. The defaults include:

- Government Messing

Default meal settlement standard (JTR, par. U4400). When Travel Orders do not direct the government or proportional meal rate, the locality meal and incidental (M&IE) rate shall be paid.

- Quarters

Government Quarters are available ONLY IF use is directed in the Official Travel Order.

- Transportation

Unless the order-issuing official directs a specific transportation mode(s) or any exception(s), transportation expenses are paid on the assumption common carrier air transportation is the most cost efficient and expeditious way to travel. For ticketing purposes, always use an in-house Travel Office, Contract Travel Office (CTO), or Travel Management Center (TMC) to ensure the traveler receives the government contracted reimbursable rate. See JTR, Chapter 3.

- Other Expenses

ONLY EXPENSES that are pre-authorized and clearly implied by the order (e.g., transportation to/from common carrier terminals when common carrier transportation is necessary) or specifically addressed by the order (e.g., rental car) are available to the traveler. See JTR, Appendix G for a list of items that are exempt from this requirement.

- Receipt Requirements. A receipt must show what and when specific services were rendered or articles purchased, and the unit price. See JTR, par. U2500.

  Receipts are required for:
  - Lodging expenses regardless of dollar amount (must list the daily lodging rate and daily tax rate)
  - Any claimed expenditures of $75.00 or more.
  - Rental vehicles (regardless of dollar amount)
  - Commercial travel (airfare, train, etc.).

2.B.22 Manual Submission of Travel Claims

2.B.22.1 Introduction

This section provides the procedure for the manual submission of travel claims. TPAX is the primary method for submitting TDY claims. The procedures in this section apply to PCS claims (which cannot be submitted in TPAX). The procedures in this section can also be used to submit a TDY claim in the event TPAX is not available to the Traveler.

2.B.22.2 Authorizing Official Designation

All travel claim authorizing officials (AO) must have the TPAX/WINIATS USER ACCESS AUTHORIZATION AND APPROVING OFFICIAL (AO) DESIGNATION FORM CG-7421A (Revised 03/13 or later) filed with PPC Travel Branch regardless of the type of claim (TPAX or manual) being approved or claims are not processed and must be returned for valid AO signature.

- Each form submitted supersedes the previous form on file.
- Forms must be physically signed. Electronic/digital signatures are not acceptable.
- Block 13 CMD Designation Signature must be a supervisor in the user's supervisory chain of command or permissions cannot be granted.
- Submit the form via Fax to PPC (TVL). The Fax number is on the form.
- All permissions above self service are terminated after one year from the date of the command signature, upon PCS (including fleet ups and re-tours), upon separation from service, upon change of status from active to reserve component or when deemed necessary by the competent authority.
- TPAX/WINIATS termination should be part of the unit checkout process

Continued on next page

2.B.22 Manual Submission of Travel Claims, Continued

2.B.22.3 The Travel Claim Package

The following items are required for each travel claim:

- Original Travel Voucher
- Original travel orders or statement for lost/missing original (see below) including any amendments or endorsements. (For Document Type 13, Repeat Travel Orders: order issuing authority must retain all original orders; orders must indicate in the remarks block the name, phone number and e-mail address of the office where the originals are on file).

ORIGINAL OR CERTIFIED COPY OF TRAVEL ORDERS.

Please provide statement on a separate plain 8-1/2" x 11" paper. Statement must have TONO and accounting data, must be dated, and have employee's printed full name, original signature and EMPLID as well as the printed full name, original signature of the Authorizing Certifying Official for the member's permanent duty station.

EMPLOYEE NAME: _____ DATE: _____(current date)

Travel Order Number: _____

Accounting Data: _____

Dates of Order: _____ to _____

Place Ordered From and To: _____

TDY Per Diem (check one): Messing: □ Commercial □ Government □ Proportional □ Deductible □ Reduced $_____per day □ Actual Expense (for meals, itemized receipts are required)

Quarters: □ Commercial □ Government

Mode of Travel authorized:_____

Reimbursable Expenses Authorized: _____

_____

I hereby certify that my original TAD/PCS (circle one) travel orders under travel order number _____ are lost and/or irretrievable to obtain a certified copy. I cannot make another claim against the government under this travel order number unless otherwise authorized through official authority.

I understand that there are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729)

Signature: _____ Signature: _____

Printed Full Name, Signature & EMPLID Employee/Traveler

Printed Full Name, Signature & EMPLID Authorized Certifying Official

The statements must be completed by the traveler and signed IN BLUE INK by both the traveler and the Authorizing Official (AO).

Continued on next page

2.B.22 Manual Submission of Travel Claims, Continued

2.B.22.3 The Travel Claim Package (continued)

- A copy of the itemized receipt for lodging expenses no matter the amount. For lost lodging receipts, a statement signed by the traveler and AO with original hand written signatures in blue ink can be accepted. Statements are located on the PPC Travel website, http://www.uscg.mil/ppc/travel/LostLodgingReceipt.pdf .

STATEMENT OF LOST LODGING RECEIPT

IAW JFTR U2500.B.3 & U4125.A… **An Itemized receipt must be provided. When an Itemized receipt is lost, destroyed, or impractical to obtain, you must provide a statement explaining the circumstances why the Itemized receipt was not enclosed. Included in this statement provide the name and address of the lodging facility, the dates the lodging was obtained, whether others shared the room, the daily lodging rate, the daily taxes incurred, contact information & all other expenses (if any) that were included.**

I, _____certify that I paid $_____ per night for Lodging, and $_____ for lodging taxes between the dates of _____ and _____. I am not claiming any special fees such as pets, movies, room service, bar, laundry or sundry charges.

I stayed at: _____ (Hotel / Motel)

Contact Information (phone # w/area code)_____

Address: _____

In city of: _____ State of: _____

Zip code: _____

Travel was Under TONO number _____

I understand that there are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729)

An Itemized receipt was either lost or impractical to obtain therefore it could not be submitted for reimbursement. If a copy of this receipt is found, I will not make another claim against this TONO#.

_____ _____
Traveler's Signature w/EMPLID (Date)

Approved By:_____ _____
Approving Official's Signature w/EMPLID (Date)

The statements must be completed by the traveler and signed in BLUE INK by both the traveler and the Authorizing Official (AO).

Continued on next page

2.B.22 Manual Submission of Travel Claims, Continued

2.B.22.3 The Travel Claim Package (continued)

- Original Airfare, or primary commercial transportation, receipt.
- Original receipts for reimbursable expenses of $75 or over. For lost or missing receipts, a statement signed by the traveler and AO with original hand written signatures in blue ink can be accepted. Statements are located on the PPC Travel website, http://www.uscg.mil/ppc/travel/receipts.pdf .

LOST OR MISSING RECEIPT FOR REIMBURSABLE EXPENSE OF $75 OR MORE
(each lost/missing receipt must have its own individual signed statement)

I will not make another claim against the government for this item on Travel Order Number _____ and travel dates _____ to _____.

Total Amount:_____

Name of Establishment:_____

Full Address:_____

Contact Information (phone #):_____

I understand that there are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729)

Traveler Signature w/EMPLID:_____Date: _____

Printed Full Name:_____

Approving Official Signature w/EMPLID:_____Date:_____

Printed Full Name: _____

The statement must be completed by the traveler and signed in BLUE INK by both the traveler and the Authorizing Official (AO).

- Endorsement(s) or SF-1038 for advance travel payment(s), if any.

2.B.22.4 Actual Travel Performed

Travelers shall indicate in block 15 of the DD-1351-2 all legs involved showing actual travel performed for TDY. Include modes of travel to transportation terminals and all TDY sites.

Continued on next page

2.B.22 Manual Submission of Travel Claims, Continued

2.B.22.5 Travel Voucher Submission

Review the travel claim package to ensure it is complete, correct; and that all entitlements are claimed. Review with the "Traveler's Checklist".
Prior to submitting the travel claim package to your approving official for admin review, make a complete copy for your records. It is important to keep a copy in case you need to submit a supplemental claim or the claim is lost in the mail. You must retain copies of your travel claims for six years and three months from the date of settlement of the claim. PPC (tvl) does not return the original travel claim package.

- Prior to mailing, securely staple the entire travel claim package to prevent separation in transit (refrain from using paper clips). Small receipts should be taped down to a blank sheet of paper or full readable photocopies of receipts should be provided (refrain from stapling individual receipts).
- Remember that you must submit your travel voucher to your supervisor within three days of completion of travel.
- All permanent change of station travel claims should be filed within 30 days of completion of travel.
- It is up to your AO to complete the administrative review to validate that funds are available and obligated and forward the entire package to PPC (tvl) for processing.

Note: Travel claims for separation or retirement must be filed after the effective date of orders (This is usually the separation/retirement date minus any authorized travel days plus one day). On separation/retirement claims, the AO signature is not required. In order for the claim to be processed without the AO's signature, the following statement must be entered in block 21a or block 21b of the DD-1351-2– "*Final PCS, AO not available*".

2.B.22.6 Payment

If all documentation is correct, PPC (tvl) processes your claim then electronically transmits the payment information to the Coast Guard Finance Center (FINCEN) for payment.

NOTE: If you want direct deposit sent to an account other than your current payroll account, complete and forward a Direct Deposit Fast-Start Form (SF-1199A) (available from your financial institution) or a **CG-2015, Pay Delivery Worksheet** to the Coast Guard Finance Center. For the Pay Delivery Worksheet, mark the form "*For Travel Claim Payment Only*." You can also complete FINCEN's online enrollment form at https://www.fincen.uscg.mil/secure/enrollment_form.htm to change the account used for the Direct-Deposit of travel payments.

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2.B.22 Manual Submission of Travel Claims, Continued

2.B.22.7 Non-receipt of Payment

Allow 10 working days from the date the Travel Voucher Summary is received to the date you receive payment. If payment or notification of overpayment/ claim rejection is not received by the end of this period, contact Coast Guard Finance Center's automated voice response toll-free number 1-800-564-5504 or visit https://www.fincen.uscg.mil/secure/TravelPay/TPQuery.htm to receive information for travel claims processed.

If the Finance Center has no record of the travel payment, contact PPC's Customer Care Branch for assistance (Travelers using Industrial site accounting should contact their respective site). They can assist the unit/ traveler to verify the claim was processed, the amount due, and the date travel payment authorization was sent to the Finance Center. Contact PPC Customer Care by submitting an online Trouble Ticket at:

http://www.uscg.mil/ppc/ccb/
or call: (785) 339-2200 or 1-888-772-8724

Note: If you have waited more than 15 working days from the date the claim was mailed you should contact PPC Customer Care to ascertain the claim's status.

2.B.22.8 Mailing Procedures

When submitting claims to PPC (tvl) for processing, use the address below

Address
COMMANDING OFFICER (TVL) U. S. COAST GUARD PAY & PERSONNEL CENTER 444 SE QUINCY ST TOPEKA KS 66683-3591

Note: Mail (unfolded) in a large envelope with all documents and receipts stapled together as one package. Receipts should be taped to and 8 ½ X 11 sheet of paper. This helps to reduce the risk of lost documents. DO NOT fold travel claim documents. Remember to keep a complete copy of your submitted package.

2.B.23 Rules for Claiming Official Phone Calls

2.B.23.1 Introduction

This section provides additional information for military personnel who are requesting reimbursement for official telephone calls or other communication charges.

2.B.23.3 Rules Concerning Official Calls

Military personnel shall follow these regulations when claiming reimbursement for telephone calls or other communication charges incurred during the course of official business, JTR, App. G.

Government owned/leased services should be used for official communications, but when government services are not available, commercial communications services are authorized to be used.

- Prepaid communication service (i.e., prepaid phone cards, cell phones) or in-flight communications services are not reimbursable unless the AO can determine they were used for official business.

The Approving Official (AO) can determine certain communications to a traveler's home/family are official (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary).

- The AO should limit communications to a dollar amount in advance of the TDY, and can approve charges after the TDY completion, when appropriate.

- When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract.

- Computer connections (e.g., internet) used for computers to perform official government business is reimbursable when authorized/approved by the AO.

- In-flight computer connections are not reimbursable unless the AO can determine it was used for official business. Authorization must be stated on the orders or within an amendment.

2.B.24 Accounting Data

2.B.24.1 Introduction

The most common cause for delay in processing travel claims is incorrect accounting data. Use this section to determine whether or not the accounting data on your travel order is correct.

2.B.24.2 Reference

(a) FINCEN Standard Operating Procedures (SOP)
http://www.fincen.uscg.mil/sop.htm
Chap 4, Accounting Line Data
Chap 5, Document Numbering

2.B.24.3 Document Number

The Document ID Number or Travel Order Number (TONO) consists of 16 digits. The first four digits represent the type of travel and Fiscal Year. The TONO should be similar to one of the following:

Type of order	Example
TAD	11(FY)234PBZA73000
PCS, Retirement, Discharge	12(FY)234P23704000
Blanket or Repeat	13(FY)234ZM1233000

Note: Industrial site TONOs differ from this restriction.

2.B.24.4 Accounting String

The accounting string is used to charge the cost of travel to the appropriate unit and funding account. The string is represented by a series of alphanumeric characters. The general format of Coast Guard accounting line data is:

2/	F/	601/	136/	30/	0/	AB/	12345/	2100
Agency Code "2" for CG	Region/ District Code	Appropriation Code	Appropriation Limitation code	Allotment Fund Control Code	Allotment Level Indicator Code	Program Element	Cost Center	Object Class

Note: Travelers should only input two lines of accounting when processing a TDY claim when a FY crossover has occurred. Having multiple lines of accounting other than the FY crossover causes the claim to be removed from the system and the traveler must resubmit the claim in TPAX.

Mismatched fund types with LOAs suspend and cannot be corrected. The TONO and all associated documents (claims/orders/advances) must be removed from the system and reentered correctly with the appropriate fund type.

Continued on next page

2.B.24 Accounting Data, Continued

2.B.24.5 Reimbursable Agreement Numbers (RAN)

Coast Guard travelers often travel TDY for other Government agencies (**OGA**), such as State Governments, EPA, Treasury, and other U. S. Armed Forces. When an OGA offers to fund TDY, the unit must coordinate how that TDY is to be reimbursed through FINCEN.

Produce Travel orders and assign a routine TONO & Accounting String

Note: In Accounting line, change AFC 30 to read 80. Ensure TONO region corresponds to Program Element.

An example of a RAN accounting string and TONO follows:

- ACCT String: 2/H/801/899/80/0/WA/77950/2152
- TONO: 11(YR)238HWA026000

Note: The region H is the 8th character of the TONO. The Program Element WA is the 9th & 10th character of the accounting string. AFC: 30 is also changed to read 80. If the Appropriation limitation code is greater than 400 (899 in the above example), a RAN number is required.

Note: These accounting restrictions do not apply to Industrial accounts.

2.B.24.6 Document Type 33 and DITY Moves

Claims for reimbursements of Document Type 33 (Miscellaneous items) and Do-It-Yourself (DITY) moves should be forwarded to the Coast Guard Finance Center (FINCEN) for processing. PPC (tvl) does not process these types of claims.

Send Document Type 33 and DITY move claims to:

COMMANDING OFFICER (33)
U S COAST GUARD FINANCE CENTER
1430 A KRISTINA WAY
CHESAPEAKE, VA 23326-1000

ATTN: MISC. REIMB.

2.B.25 Evacuation Orders to a Safe Haven

2.B.25.1 Introduction

This section provides basic guidance for preparing claims for dependent evacuation orders.

2.B.25.2 Officials Authorized to Order Evacuations

Information for evacuations within CONUS is released by the responsible official designated by JTR, par. U6051-B. The message announcing the evacuation designates the safe haven location, PPC shall be copied on all safe haven location message traffic. The evacuation applies to dependents residing in the vicinity of the member's PDS or at an authorized designated location. It also applies to dependents en route to establish a residence with the member and to dependents residing in the vicinity of the member's old or new PDS.

PPC Travel can accept an official Coast Guard message or memo signed by the District Commander to process the evacuation claims. The decision of the local civil official to evacuate an area is not sufficient. The appropriate military official must authorize/order an evacuation as local evacuation allowances can only be paid as of the date of the evacuation is ordered/authorized. Per JTR, par. U6052-D, the message or memo shall specify the evacuation termination process.

Information on evacuations from overseas areas for a Service member's dependents is released by message from the Under Secretary of Defense, for Coast Guard members the responsible official designated by JTR par. U6003-A. The message announcing the evacuation outlines the safe haven locations. The JTR evacuation applies to both command and non-command-sponsored dependents for members stationed overseas. It further applies to command sponsored dependents that are en route to establish a residence with the member, and to student dependents that are authorized to travel to the member's PDS. (NOTE: Entitlement to evacuation allowances is based on command sponsorship of the dependents. Command sponsorship is a personnel decision and should be reflected in the evacuation order.)

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2.B.25 Evacuation Orders to a Safe Haven, Continued

2.B.25.3 Evacuation Orders are Only Issued for Dependents

The Joint Federal Travel Regulations, Volume 1, Chapter 6 is the regulatory guidance for military family evacuations. Uniformed members are not evacuated and are issued orders for temporary duty (TDY) or permanent change of station (PCS) as required. Reserve component members who are not on active duty are not authorized evacuation TDY orders.

The TONO for evacuations can be an 11 or 13 document type. Blanket orders are not authorized. When the evacuation is expected to exceed 21 days and incremental claims must be submitted, issue a doc-type 13.

Questions and answers for civilian employees affected by emergency situations should review the following guide at http://www.uscg.mil/civilianhr/docs/pdf/Civilian_Emergency_Situations_2014.pdf

2.B.25.4 Requirements for Evacuation Orders

The processing of evacuees requires patience, tact, and expeditious service. Authorized dependents are issued a separate tono/order with authorized dependent minors listed in the remarks block of the non-military spouse evacuation order. A CG-4251 or a memo travel order shall be used. The order shall contain the dependency dates; date of marriage, date of birth, and reflect the evacuation/safe haven location, as appropriate. The sponsor's name/EMPLID shall be listed in the remarks section of the dependent evacuation order.

2.B.25.5 Use Centrally Billed Account (CBA) for Purchase of Transportation

Dependent transportation tickets should be charged to the centrally billed account using the travel order when travel is arranged through the Travel Management Center (TMC) contractor, SATO. Use of the uniformed member's travel charge card is not authorized and would constitute misuse. The toll free SATO Service Center phone numbers are; Hawaii, Guam, Singapore, and Japan - 1-877-666-1304, all others - 1-800-753-7286.

2.B.25.6 Escort When Dependent(s) not able to Travel Alone

In the case of uniform members who are single parents or member to members with minor children, the Approving Official determines if the member should accompany dependents as escorts. A person can travel under an official travel authorization/order as an escort for a dependent evacuated under

Continued on next page

2.B.25 Evacuation Orders to a Safe Haven, Continued

2.B.25.6 Escort When Dependent(s) not able to Travel Alone (Continued)

Chapter 6, Part A of the JTR who is incapable of traveling alone (IAW JTR, par. U6004-H) between the member's PDS and safe haven or designated place. The minor dependents shall be listed on the escorts or member's orders with all pertinent information. Married members who are both assigned in an area that is being evacuated shall be given their own set of TDY or PCS orders.

2.B.25.7 Advances

Advances for evacuees are paid to the dependents for which the orders are issued. To request advances use the SF-1038 form (under their SSN) with a signed copy of the orders, fax to the Pay and Personnel Center at (785) 339-3775. To expedite the payment process for advances and travel claims, the dependent that is issued an evacuation order **MUST** complete the Finance Center online Electronic Funds Transfer/Member Payment Enrollment Form at: https://www.fincen.uscg.mil/secure/enrollment_form.htm. Once completed all travel payments are electronically transferred into their banking institution of choice (EFT). It is recommended to request advances no more than 80% of the travel entitlements; this helps in reducing potential overpayments.

2.B.25.8 Submitting evacuation claims

All dependent evacuation claims shall be submitted on DD Form 1351-2 using their SSN, clearly annotated as a dependent evacuation claim, and submitted by mail to the Pay and Personnel Center. Claims should be submitted every thirty days; dependents (non access to the CG network) cannot submit claims via TPAX. Units shall assist evacuees with claim preparation. Each evacuee shall be asked about advances or previous payments received. All advances or previous payments associated with an evacuation claim must be disclosed upon submission of any evacuation claim in order to avoid duplicate payments in accordance with the JTR, Chapter 1, Part A, par. U1000.D. To verify travel advance payments visit the Coast Guard Finance Center Travel Payment Application at: (https://www.fincen.uscg.mil/secure/TP_menu.htm or http://cgweb.fincen.uscg.mil/travelPmt). Each claim submitted must have an original hand written signature in blue ink by the traveler and Approving Official. The order must be an original with the Approving Official's hand written signature in blue ink or a copy of the approved order certified as a true copy.

Continued on next page

2.B.25 Evacuation Orders to a Safe Haven, Continued

2.B.25.8 Submitting evacuation claims (continued)

Mail Claims to:
Commanding Officer (Travel)
Evacuation Travel Claims (TST)
Coast Guard Pay & Personnel Center
444 S.E. Quincy Street
Topeka KS 66683

If the traveler is overpaid, PPC mails a debt letter to the address provided on the Travel Voucher DD-1351-2. The traveler has 30 days from the date of the letter to make payment in full, after 30 days the indebtedness is referred to the U.S Treasury for collection.

2.B.25.9 Termination of entitlements

When a member returns from a safe haven location with one or more dependents, all evacuation allowances cease for the entire family regardless of the location of other dependents. COMDT (CG-1332) can direct the early return of dependents, and termination of evacuation allowances, in certain areas before the evacuation period termination date. When requested through the member's chain of command, COMDT (CG-1332) can authorize one or more of the dependents to remain at the evacuation safe haven location with appropriate allowances.

2.B.26 Invitation Travel Orders (ITOs) Guide

2.B.26.1 Introduction

Invitation Travel Orders (ITOs) are complex and follow very specific rules. This guide should answer many of your questions.

2.B.26.2 Purpose of ITOs

There are occasions when the Coast Guard can authorize the reimbursement of travel expenses to a non-governmental individual. ITOs are only be issued to individuals who are not employed by Government or are employed intermittently in Government as consultants or experts (under 5 U.S.C. 5703) (NOTE: This does not include a contractors' employee traveling in the performance of the contract, individuals who serve without pay or are paid $1 per year when acting in a capacity that is directly related to, or in connection with official government activities; or volunteers who are covered by 10 U.S.C. 1588.) .

2.B.26.3 Travel Allowances for ITOs

Travel allowances authorized for these individuals are usually the same as those for employees traveling on temporary duty (TDY) authorizations. This guide addresses how to prepare the traveler for making their transportation arrangements, receive advances, and file a travel claim. It is not comprehensive in content. The full regulations governing ITOs and entitlements are covered in the Joint Travel Regulations, Federal Travel Regulations, COMDTINST 12570.3E and Travel for Official Government Business, DHS Management Directive 1510.1. Evacuation orders are not ITOs.

2.B.26.4 ITO Instruction

Guidelines on the preparation of invitational travel orders are listed in COMDINST 12570.3E, enclosure (1). Only certain officials are authorized to sign ITOs. The instruction is very specific and must be followed; see enclosure (3) of the instruction. Claims submitted without the proper official's original signature signed in blue ink on the orders cannot be processed and are returned to the Approving Official (AO). Per COMDTINST 1750.4(series), Ombudsman Program, an ITO for an ombudsman requires authorization from the director included with the order.

Continued on next page

2.B.26 Invitation Travel Orders (ITOs) Guide, Continued

2.B.26.5 Member and Dependent Traveling Together

When an active duty uniform member is traveling under official TDY orders with a command sponsored dependent that could have been issued an ITO for medical purposes either as the patient or an escort, the dependent should be placed on the active duty uniform member's travel orders with all pertinent information. This is for medical ITOs only, in all other ITO circumstances the dependents must be issued their own ITO. Minors traveling with a guardian or escort should be listed on the guardian or escorts ITO. When the active duty uniform member is traveling with a command sponsored dependent with orders, the member is authorized to use their GTCC for their travel expenses only, not the dependents. A member who has their dependents listed on their orders for medical shall complete the travel claim and submit it by mail to PPC due to the complexity of the claim and entitlements.

2.B.26.6 ITOs for Dependent Children

Travelers over the age of 21 should be issued their own ITO. Minors/ incapacitated travelers who are authorized to travel under an ITO shall be listed under the legal guardian, escort, or attendant's ITO.

2.B.26.7 SSN/ITIN Required

A traveler must have a Social Security Number (SSN) or, in the case of foreign nationals, an Individual Taxpayer Identification Number (ITIN). To apply for an ITIN, use the latest revision of IRS Form W-7 (http://www.irs.gov/pub/irs-pdf/fw7.pdf) (Note: See this page for the procedure for obtaining an ITIN from abroad: http://www.irs.gov/businesses/small/international/article/0,,id=96690,00.html). If a foreign national or any other traveler does not hold a US bank account, a paper check in US dollars is sent to the mailing address provided on the Travel Voucher, DD-1351-2.

2.B.26.8 ITO TONOs

The TONO for ITOs can be an 11 or 13 document type. Blanket orders are not authorized.

Continued on next page

2.B.26 Invitation Travel Orders (ITOs) Guide, Continued

2.B.26.9 Travel Arrangements for ITO travelers

The unit AO shall assist the traveler in making their transportation reservations. They must be arranged using the Commercial Travel Office (CTO) contractor, SATO. Travelers on ITOs must use the Centrally-Billed Account (CBA) for transportation expenses since the Invitational Traveler does not possess a GTCC. The order must specify that the CBA is authorized. Reimbursement for reservations made outside the contracted CTO is limited to the City-pair YCA contracted fares plus CTO transaction fee. The toll free SATO Service Center phone numbers are; Hawaii, Guam, Singapore, and Japan - 1-877-666-1304, all others - 1-800-753-7286. Travelers need to arrange their own lodging and rental car, if authorized, unless the unit has contracted out the lodging. When a rental vehicle is authorized on the ITO, Invitational Travelers are listed as authorized users under the U.S. Government Rental Car Agreement Number 4. The Invitational Traveler should verify that the Government Administrative Rate Supplement (GARS) is stated within rental vehicle contract at $5.00 per day. Global Positioning Systems are not authorized for Invitational Travelers.

2.B.26.10 Advances for ITOs

Travelers should be notified of the TDY location per diem rates which define their maximum reimbursements. An advance for invitational travelers is paid to the traveler to whom the ITO is issued. To request advances, use the SF-1038 form (under their SSN) with a signed copy of the authorization. Fax the SF-1038 to the Pay and Personnel Center at (785)339-3775. The advance should be requested prior to travel, but can be issued during travel with authorization from PPC Travel Branch Chief. To expedite the payment process for advances and travel claims, the traveler who is issued the ITO **MUST** complete the Coast Guard Finance Center Online Electronic Funds Transfer/Member Payment Enrollment Form at: https://www.fincen.uscg.mil/secure/enrollment_form.htm. Once completed all travel payments are electronically transferred into their banking institution of choice (EFT). It is recommended that travel advance requests not exceed 80% of the estimated travel entitlements. This helps reduce overpayments and collection action.

Continued on next page

2.B.26 Invitation Travel Orders (ITOs) Guide, Continued

2.B.26.11 Travel Claims for ITOs

The invitational traveler with assistance from the AO must complete and provide an original Travel Voucher DD-1351-2 signed in blue ink by the traveler and AO, original order signed in blue ink by the ITO Authorizing Official, and provide all necessary receipts (lodging, airfare, rental vehicle, other receipts in the amount of $75 or greater). The entire claim should be mailed to the address below. If the traveler was authorized Actual Expense for meals/transportation (AE), they must save all receipts (gas, meals, etc). The claims shall be submitted to the AO within five business days after travel has been completed. All contact information on the travel voucher must be provided, i.e., address, phone number, and e-mail. The invitational traveler shall be reminded to maintain their travel documentation for six years, three months.

Commanding Officer (TST)
Invitational Travel Claims
Coast Guard Pay & Personnel Center
444 S.E. Quincy Street
Topeka KS 66683

If the traveler is overpaid, PPC mails a debt letter to the address provided on the Travel Voucher DD-1351-2. The traveler has 30 days from the date of the letter to make payment in full, after 30 days the indebtedness is referred to the U.S Treasury for collection.

2.B.27 Premium Class Travel Request

2.B.27.1 Introduction

This section discusses the eligibility criteria for premium-class travel and the standard procedures for requesting such common carrier accommodations.

2.B.27.2 References

(a) Federal Travel Regulation (FTR) (civilian employees)
(b) Joint Travel Regulations (JTR) (military personnel)
- Par. U3125-b (for commercial air) and
- Par. U3135 (for train)

2.B.27.3 Discussion

Premium-class travel includes first-class accommodations, business-class accommodations, and extra-fare train service (e.g. Amtrak Acela and Metroliner). The authority to approve premium-class travel is held at the Commandant/Vice Commandant level with no further re-delegation authorized.

The use of premium-class travel can be authorized prior to travel or approved after the fact. However, by regulation, authorization/approval for the use of premium-class travel is strictly limited to travel that meets specific eligibility criteria as indicated in reference (a) and reference (b). For commercial air the length of flight in and of itself is not sufficient justification to authorize premium-class travel.

2.B.27.4 Submission of Premium-Class Travel Request Form (CG-4600)

Commands shall ensure members and employees are eligible to use premium-class travel prior to submitting the Premium-Class Travel Request Form (CG-4600) via COMDT (CG-1332) for military or COMDT (CG-1215) for civilians.

The CG-4600 is available at http://www.uscg.mil/forms/cg/CG_4600.pdf.

In order to allow time for processing and routing, CG-4600 should be submitted immediately when the need for premium-class travel is known. Normal processing time is 21 calendar days.

Continued on next page

2.B.27 Premium Class Travel Request, Continued

2.B.27.5 Supporting Documentation

The following shall be included with the CG-4600: a copy of the travel orders, itinerary, and any supporting documentation/justification. For medical travel, a statement is required from a competent medical authority of the need for a patient to travel by premium-class and the need for an attendant, if applicable. A separate CG-4600 must be submitted for an attendant.

2.B.27.6 Submit Approved Requests with Travel Claims

A copy of the approved CG-4600 is required to support the claim for reimbursement of premium-class travel and must be referenced in TPAX (comment block) when filing an electronic voucher.

Section Overview

Introduction

Active Duty for Training (ADT) includes:

- Active Duty for Training for Annual Training (ADT-AT)
- Initial Active Duty for Training (IADT)
- Active Duty for Training - Other Training Duty (ADT-OTD)

ADT is a tour of Active Duty used for training members of the reserve components to provide trained units and qualified persons to fill the needs of the Armed Forces during war or national emergency and such other times as national security requires. Chapter 3-A of the Reserve Policy Manual, COMDTINST M1001.2 (series), defines these duty types in detail. This section will focus on the procedures and processes governing ADT.

In this section

Topic ID	Topic	See Page
2.C.1	The ADT Process	2-C-2
2.C.2	The ADT-OTD Process	2-C-5
2.C.3	Amendments to ADT Orders	2-C-9
2.C.4	Wavier of Annual Training Requirement	2-C-10
2.C.5	Preparation of Annual Screening Questionnaire	2-C-11

2.C.1 The ADT Process

2.C.1.1 ADT order processing

This table describes the stages of ADT order processing. The following entities own the ADT process: Member; Supervisor; Reserve Force Readiness System (RFRS); Servicing Personnel Office (SPO); District (dxr); Permanent Unit.

2.C.1.2 Reference

The following web pages and directives provide additional procedural and regulatory information on the ADT process.

(a) Direct Access Online Guide (http://www.uscg.mil/ppc/ps)
   1. Request for Reserve Orders (Self- Service)
   2. Request for Reserve Orders Supervisor Approval Process

(b) Reserve Policy Manual, COMDTINST M1001.28 (series), Chap. 3

(c) Coast Guard, Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series), Part VII, Reserve Unique Transactions, Chap. 4, Reserve Active Duty Orders

(d) Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series)

2.C.1.3 Process

This is the process.

Stage	Who Does It	When	What Happens
1	Member	At least 45 working days prior to the date of ADT	• Negotiates duty dates with unit. • Complete the Request for ADT Orders through Direct Access (DA), Reserve Orders module per reference (a.1)
2	Supervisor	Within 5 days of receipt of request	• Complete the Request for ADT Orders through DA if member does not have computer accessibility per reference (a.2) • Verifies all readiness requirements (ASQ, medical, dental, security, current enlistment/contract, weight standards, etc.) per reference (b). • Verifies Personal Information is current. • Verifies no other duty/drills are scheduled in DA during timeframe desired. • Forwards to SPO for orders completion.

Continued on next page

2.C.1 The ADT Process, Continued

2.C.1.3 Process **(continued)**

Stage	Who Does It	When	What Happens

3	SPO	Within 2 Days of receipt of request	• Completes the Reserve Orders Manager portion of the Request for ADT in DA per reference (c).
			  • Completes Per Diem Entitlements (if applicable).
			  • Completes Other Authorized Expenses (if applicable).
			  • Completes Partial Entitlements Tab.
			  • Completes Order Notes tab.
			• If member is performing IADT Phase II and attending class "A" School, complete the Departing for TDY or PCS/TEMDINST to "A" School Worksheet (CG-2001).
			• Forwards to District (dxr).

4	Servicing (dxr)	Within 2 days of receipt of request	• Verifies ADT order request for accuracy. • Approves the request for ADT orders in Direct Access per reference (c)
5	SPO **** Note: Verify that member is not in receipt of any type of disability, compensation, pension or retired pay from the Department of Veterans Affairs.***	Within 2 days of receipt of an approved request	• Prints the orders. • Signs the orders. • Mails the orders to the member 30 days prior to effective date of orders. • Send email confirmation to member stating date orders were mailed. Members shall not report for any type of duty without being in receipt of signed original orders. In cases where the ADT is for 60 or more days (e.g., IADT Phase II to "A" School): 1. Review and mail the SPO PDR to the SPO servicing the ADT site. 2. Forward Medical PDR IAW reference (d). 3. Set up tracking of completion date of IADT period. **Note**: The Servicing (dxr) must be notified immediately of any cancellation or changes to reserve orders.

Continued on next page

2.C.1 The ADT Process, Continued

2.C.1.3 Process **(continued)**

Stage	Who Does It	When	What Happens
6	Member	As directed by orders	Reports to ADT site.
7	ADT site	Member reports	ADT site reports actual reporting date to the SPO via email, or fax.
8	SPO	Immediately	Upon arrival notification from ADT site: • Completes actual report date in Direct Access. • Completes the Travel Report Dates Section. • Validates partial entitlements and starts appropriate pay and allowances.

9	ADT site	Member completes ADT	• Endorse Travel Orders to show:
			  • Date and time member reported and departed
			  • Availability of government quarters/mess.
			• Fax copy of endorsed Travel Orders to member's home SPO on the same day.
			• If ADT was 60 days or more, return SPO/Medical PDR to member's home unit.

10	SPO	Upon departure notification	**(Less than 140 days)** • Enters actual depart date. • If ADT was over 29 days, submit Direct Access transaction (Process Lump Sum Leave) per reference (c). • In IADT cases, verify that the reservist's school completion and advancements/designator assignment have been recorded in Direct Access.
11	Member	Within 3 days following completion of travel	• Complete settlement request in Web T-PAX. • Forward to unit Approving Official with original receipts as required by Chapter 2.B of this manual for verification and approval. **Note**: Refer to Chapter 2.B of this manual for guidance submitting a paper travel voucher if unable to access Web T-PAX.
12	Unit AO	Within 2 days of settlement request	• Complete administrative review of settlement request in Web T-PAX and process as appropriate. • Ensure follow-up with member if request is incomplete.
13	PPC (TVL)	Upon receipt of voucher	• Process settlement request for payment of travel entitlements.

2.C.2 The ADT-OTD Process

2.C.2.1 ADT-OTD order processing

This table describes the stages of ADT-OTD order processing. The following entities own the process: Member; Supervisor; Reserve Force Readiness System (RFRS); Servicing Personnel Office (SPO); District (dxr); Permanent Unit; ADT-OTD site; Training Officer.

2.C.2.2 Reference

The following web pages and directives provide additional procedural and regulatory information on the ADT-OTD process.

(a) Direct Access Online Guide (http://www.uscg.mil/ppc/ps)
   1. Request for Reserve Orders (Self- Service)
   2. Request for Reserve Orders Supervisor Approval Process

(b) Reserve Policy Manual, COMDTINST M1001.28 (series), Chap. 3

(c) Coast Guard, Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series), Part VII, Reserve Unique Transactions, Chap. 4, Reserve Active Duty Orders

(d) Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series)

2.C.2.3 Process

This is the process.

Stage	Who Does It	When	What Happens
1	Member	At least 45 working days prior to the date of ADT-OTD	• Negotiates duty dates with unit. • Complete the Request for ADT-OTD Orders through Direct Access per reference (a.1).
2	Supervisor	Within 5 days of receipt of request	• Complete the Request for ADT-OTD Orders through Direct Access if member is unavailable per reference (a.1). • Verifies all readiness requirements (ASQ, weight, medical, dental, security, time in service, current enlistment/contract, weight standards, etc.) per reference (b). • Verifies Personal Information is current. • Verifies no other duty/drills are scheduled in DA during timeframe desired.

Continued on next page

2.C.2 The ADT-OTD Process, Continued

2.C.2.3 Process **(continued)**

Stage	Who Does It	When	What Happens
2 Continued	Supervisor	Within 5 days of receipt of request	• Verifies ADT-OTD request is to achieve certification, re-certification, qualification, completion of performance qualifications, graduation from a formal course of instruction, specialized training, or for a specific qualification. • Forwards to SPO for orders completion per reference (c). **Note**: Use of ADT-OTD for general unit augmentation without any clear training benefit is not authorized.

3	SPO	Within 2 days of receipt of request	• Completes the Reserve Orders Manager portion of the Request for ADT-OTD in DA per reference (c).
			  • Completes Per Diem Entitlements (if applicable).
			  • Completes Other Authorized Expenses (if applicable).
			  • Completes Partial Entitlements Tab.
			  • Completes Order Notes tab.
			  • Forwards to District (dxr).

4	District (dxr)	Within 2 days of receipt of request	• Verifies ADT-OTD order request for accuracy. • Approve the Request for ADT-OTD Orders in Direct Access per reference (c). **Note**: Late notifications of quotas will be approved on a case by case basis.

Continued on next page

2.C.2 The ADT-OTD Process, Continued

2.C.2.3 Process **(continued)**

Stage	Who Does It	When	What Happens
5	SPO **** Note: Verify that member is not in receipt of any type of disability, compensation, pension or retired pay from the Department of Veterans Affairs.***	Within 2 days of receipt of an approved request	• Prints the Orders. • Signs the Orders. • Mails the orders to the member once complete. • Sends email confirmation to member stating date orders were mailed; attach copy of orders. Members shall not report for any type of duty without being in receipt of signed original orders. In cases where the ADT-OTD is for 60 or more days: 1. Review and mail the SPO PDR to the SPO servicing the ADT site. 2. Forward Medical/Unit PDR per reference (d). 3. Set up tracking of completion date of ADT-OTD period. **Note**: SPO must immediately notify District (dxr) for any cancellation or changes to ADT orders. Under no circumstances will the member's unit cancel or alter any existing approved reserve orders. All change requests must be forwarded to the District (dxr).
6	Member	As directed by orders	• Reports to ADT-OTD site.
7	ADT-OTD site	Member reports for ADT-OTD	• Reports actual reporting date to the SPO via email or, fax.
8	SPO	Immediately	Upon arrival notification from ADT-OTD site: • Completes actual report date in Direct Access. • Completes the Travel Report Dates Section. • Validates partial entitlements. • Starts appropriate pay and allowances.
9	ADT-OTD site	Member completes ADT-OTD	• Endorse Travel Orders to show: (1) Date and time member reported and departed, and; (2) Availability of government quarters/mess. • Fax copy of endorsed Travel Orders to member's home SPO on the same day.

Continued on next page

2.C.2 The ADT-OTD Process, Continued

2.C.2.3 Process **(continued)**

Stage	Who Does It	When	What Happens
10	SPO	Upon departure notification	• Enters actual depart date. • If ADT-OTD was over 29 days submit Direct Access transaction (Process Lump Sum Leave). • Verifies training completion.
11	Training Officer	Upon completion of training	• Ensure competency codes and/or training certificates have been recorded in Direct Access and/or TMT.
12	Member	Within 3 days following completion of travel	• Complete settlement request in Web T-PAX. • Forwards to unit Approving Official with original receipts as required by Chapter 2.B.2 of this manual for verification and approval. **Note**: In cases where the member does not have access to Web T-PAX, refer to Chapter 2.B.2.3 of this manual for procedure to submit paper travel voucher.
13	Unit	Within 2 days of receipt from member	• Complete administrative review of settlement request in Web T-PAX and process as appropriate. • Ensure follow-up with member if request is incomplete.
14	PPC (TVL)	Upon receipt of voucher	• Process Settlement Request for payment of travel entitlements.

2.C.3 Amendments to ADT Orders

2.C.3.1 When orders can be amended

Orders can be amended after the fact to document verbal authority given during the ADT/ADT-OTD travel period when unforeseen requirements emerge that require the member to incur costs not originally anticipated.

Travelers seek modifications or changes to their orders through the Order Issuing official that directed and funded the travel. The form of the amendment should identify the:

- Traveler
- TONO/ACCTNG Data
- Entitlement specified
- Reason for change

This information should be attached (memo, letterhead, or handwritten note) to the original travel order.

2.C.3.2 Situations when amendments are not authorized

There are some provisions that, if not authorized in the order BEFORE travel starts, CANNOT be approved for payment after travel is completed.

Example: An order DIRECTING use of common carrier cannot be amended after the fact to permit some other form of transportation when common carrier was the Order Issuer's intended form of transportation for the member.

2.C.3.3 Amendments cannot be used to deny an entitlement

UNDER NO CIRCUMSTANCES CAN AN ORDER BE AMENDED AFTER THE FACT TO DENY A TRAVEL ENTITLEMENT CONTAINED IN THE ORDER

Example: An order can't be amended after the fact to "unauthorize" a rental car that was originally authorized by the Order Issuer to deny payment to the traveler.

Continued on next page

2.C.4 Waiver of Annual Training Requirement

2.C.4.1 Discussion

Per section 4.A.2 of reference (a), the ADT requirement may be waived for individual reservists on a case-by-case basis. CO/OICs may waive one year of the ADT requirement for sufficient cause to include:

- SELRES who have requested and are within one year of retirement
- SELRES experiencing temporary physical disability of less than four months that is documented by a Medical Officer (i.e., Uniformed Services Physician, Physician Assistant, Nurse Practitioner)
- A temporary family or personal hardship

Civilian employment conflict is not considered sufficient cause for waiver of the AT requirement.

Personnel who require AT waiver consideration for two consecutive years must gain approval from the Servicing (dxr).

2.C.4.2 Reference

(a) Reserve Policy Manual, COMDTINST M1001.28 (series)

2.C.4.3 Process

Process table.

Stage	Who Does It	What Happens
1	Member	• Submits AT waiver request memorandum to supervisor with supporting documentation.
2	Supervisor	• Forwards waiver request to CO/OIC.
3	CO/OIC	• Approves or denies request. • Forwards endorsed waiver request to Servicing (dxr) staff.
4	Servicing (dxr)	• Retains request in unit files.

2.C.5 Preparation of Annual Screening Questionnaire

2.C.5.1 Introduction

Federal law requires all Ready Reservists (Selected Reservists (SELRES) and Individual Ready Reservists (IRR)) be regularly screened to ensure their availability and fitness for duty if mobilized and submit updated information to their chain of command. Coast Guard reservists will complete the screening annually.

Note: Members who are on Extended Active Duty or serving on a recall to active duty and those who have completed a questionnaire within the four months preceding 1 October are not required to submit a new questionnaire for the current year. The questionnaire is designed to be completed as often as the information or recall availability changes, anytime of the year.

2.C.5.2 Reference

The following web pages and directives provide additional procedural and regulatory information on the Reserve Annual Screening process.

(a) Reserve Policy Manual, COMDTINST M1001.28 (series), Chap. 4.B
(b) Direct Access Online Guide (http://www.uscg.mil/ppc/ps)
    1. How to Complete the ASQ (Self- Service)
    2. Reserve ASQ, Supervisor Notification
(c) Coast Guard, Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series), Part VII, Reserve Unique Transactions, Chap. 2, Annual Screening Questionnaire

2.C.5.3 Process Overview

Per reference (a), members of the Ready Reserve must complete the Annual Screening Questionnaire (ASQ). Members will use Direct Access (DA) self service to complete the ASQ per reference (b.1). SPOs will enter questionnaires on behalf of those members without access to the system per reference (c).

Reservists who cannot access Direct Access may use CG form 3799R to provide screening information to the servicing SPO.

Continued on next page

2.C.5 Preparation of Annual Screening Questionnaire, Continued

2.C.5.4 Supervisor Notification

When members indicate on the ASQ they are not available for recall or do not understand their mobilization requirement, Direct Access prompts them (or the SPO, if entering a questionnaire on behalf of a member who cannot access Direct Access) for a supervisor's Operator ID for follow-up counseling or action (transfer to IRR or discharge). The email function to supervisor is only active when the reservist chooses "do not accept/understand mobilization requirement" or any selection other than "available for mobilization." A view-only link of the reservist's ASQ is added to the supervisor's worklist.

2.C.5.5 Supervisor Action

Supervisors must contact and counsel those members who indicate they are not available for recall, or who do not understand their mobilization requirement. If the counseling results in the member modifying his or her availability for mobilization, a new ASQ must be submitted. Members who are not available for mobilization should be processed for transfer or separation as appropriate, i.e., Active Standby List (ASL), or Inactive Standby List (ISL). Consult the references cited at the beginning of this section for additional guidance.

2.C.5.6 Procedures

- See reference (b) for procedures to complete the Direct Access Annual Screening questionnaire.
- CG Form 3799R includes complete instructions needed to complete the form.

Section Overview

Introduction

Active Duty Other Than Training (ADOT) includes:

- Involuntary Active Duty
- Voluntary Active Duty for Emergency Operations
- Active Duty for Other Support (ADOS)

This section will focus on the procedures and processes governing ADOS-AC, (formerly ADSW). Members in the Selected Reserve, Individual Ready Reserve (IRR) or the Standby Reserve (Active Status) may perform this duty.

Note: IRR and Standby Reserve include those referred to as Active Status Pool (ASP).

References

(a) Reserve Policy Manual, COMDTINST M1001.28 (series)
(b) Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series)
(c) Coast Guard, Servicing Personnel Office (SPO) Manual, PPCINST M5231.3 (series), Part VII, Reserve Unique Transactions, Chap. 4, Reserve Active Duty Orders

In this section

Topic ID	Topic	See Page
2.D.1	Projecting Costs of ADOS-AC Orders	2-D-2
2.D.2	Document ID's (TONO) for ADOS-AC Orders	2-D-3
2.D.3	Accounting Line Data for ADOS-AC Orders	2-D-4
2.D.4	How to Process an ADOS-AC Order	2-D-6

2.D.1 Projecting Cost of ADOS-AC Orders

2.D.1.1 Introduction

All ADOS-AC costs, including pay and benefits, travel and per diem, and permanent change of station (PCS) entitlements (when applicable) are normally the responsibility of the commands using ADOS-AC. Commands using long-term ADOS-AC should keep in mind those personnel ordered to active duty for 181 or more days are entitled to PCS entitlements.

2.D.1.2 Estimating Total Cost

The Benefiting Unit shall determine the cost of Pay and Allowances, FICA and Travel. Units are directed to use the Standard Personnel Cost (SPC) worksheet to determine the costs. The SPC worksheet is located on CG Central and at http://cgweb.comdt.uscg.mil/cg8/cg83/cg832/sct/sr/index.htm. If the period of ADOS-AC covers a portion, rather than a full 15 day pay period, (i.e.: 25-30 June vice 16-30 June), compute the pay and allowances for the partial period by dividing a full month's entitlement by 30 days then multiply that daily amount by the number of days. Compute total cost taking the following into account:

Pay and Allowances

- Base Pay (including longevity increases)
- BAH/OHA
- Subsistence (actual days)
- FSA (if period of ADOS-AC
- CONUS COLA or OUTCONUS COLA
- Leave to be earned and sold
- Any other station allowances

FICA

- Multiply .0765 x one month's base pay. This amount is reduced from the base pay accounting line and added to the FICA accounting line.

Travel Entitlements

- Travel costs to and from the ADOS-AC site
- Per diem for travel days

Note: Travel Entitlements are not payable if ADOS-AC site is within the geographical limits of the members' home.

2.D.2 Document ID's (TONO) for ADOS-AC Orders

2.D.2.1 Introduction

Direct Access does not automatically generate Document IDs short-term (180 days, or less) ADOS-AC orders. The Benefiting Unit shall provide three separate Document ID's. The DOC Type 72 is used to pay the member in JUMPS. DOC Type 11 (single claim), 12 (PCS) or 13 (multiple claims) are used to reimburse the member for travel.

2.D.2.2 Document Number Examples

- 11/11/29/1/8/16/001/000 (for TVL)
- 72/11/29/1/8/16/001/000 (for P&A)
- 72/11/29/1/8/16/001/001 (for FICA)

Note: Refer to the FINCEN SOP, FINCENSTFINST M7000.1, Chapter 5, for more information on document IDs.

2.D.2.3. DOC ID TABLE

This table gives guidance on each part of the document number.

Field	Function
11 - Document Type	Use DOC type 11 for ADOS Travel Orders with a duration under 181 days where only a single travel claim will be submitted. Use DOC type 13 for ADOS Travel Orders with a duration under 181 days where multiple travel claim will be submitted (e.g. Monthly claims). Use DOC type 12 for PCS Travel Orders (duty of 181 or more days). Use DOC 72 for Pay and Allowances and FICA.
11 - FY Funded	Last two digits of the FY in which the transaction will be funded.
29 - Procurement Site Code	"29" represents ISC New Orelans. A listing is found in Appendix H to the FINCEN SOP. This number should remain constant for each office.
1 - FY Contract Originated	Last digit of the fiscal year of the initial document.
8 - Region	Region/district from Appendix A, FINCEN SOP. "8" stands for Eighth District.
16 - Program Element (PE)	For most units, this field will be constant. Those units that have several program elements or other than normal 2-digit PE's should use a master 2-digit PE assigned by their Budget Office for document numbering purposes. For reserve orders use only the first two characters of the Accounting Line Program Element.
001 - Document Sequence	Assigned by the unit for expenditure of funds.
000 - Suffix	Subdivision within expenditure. For ADOS-AC Orders, use 000 for Travel and Pay & Allowances, and 001 for FICA Entries.

2.D.3 Accounting Line Data for ADOS-AC Orders

2.D.3.1 Introduction

Direct Access does not automatically generate Accounting Lines for short term (180 days, or less) ADOS-AC orders.

2.D.3.2 Accounting Line Data:

- 2/8/701/108/30/0/16xx/12345/2100 (Travel)
- 2/8/701/108/30/0/16xx/12345/117K (P&A)
- 2/8/701/108/30/0/16xx/12345/122R (FICA)

2.D.3.3 Accounting Line Table

This table gives guidance on each part of the document number.

Field	Function
2 - Agency Code	Indicates the Coast Guard. It will always be "2".
8 - Region/District Code	Normally constant for a particular unit. Example: 8 for Eighth District, F for FINCEN. **See Appendix A, FINCEN SOP for additional region codes**.
701 - Appropriation Code	Last digit of the fiscal year. (7=2007). Remaining digits are the appropriation account. For ADOS-AC use "01".
108 - Appropriation Limitation Code (ALC)	First digit is type of funding, direct or indirect. Use "1, 2, 3 or 8" as per Appendix C of reference (a) for Reserve Orders. 1=Direct Funds, 2=Direct Funds (pickup accounts), 3=Direct Funds (HQ Refund Program), and 8=Reimburseable Funds. Second two digits is Administrative Target Unit (ATU): 01 for First Coast Guard District, 07 for Seventh Coast Guard District, 36 for FINCEN, etc.
30 - Allotment Fund Control Code (AFC)	Most units and staff elements will use a constant 30 in this field. Day to day CG operations are generally funded through AFC 30.

Continued on next page

2.D.3 Accounting Line Data for ADOS-AC Orders, Continued

Field	Function
0 - Allotment Level Indicator Code (ALIC)	• This field will always be 0.
16 - Program Element (PE)	• This is the "source of funds" for procurement. Up to six positions may be used for projects in other appropriations. Some large units have multiple Program Elements. For most units, this field will be constant, and will be two digits
12345 - Cost Center	• Normally the benefiting units OPFAC.
117K - Standard Object Class	• 117J - Commissioned & Warrant Officers Pay & Allowances • 117K - Enlisted members Pay & Allowances • 1220 - FICA Tax - Officers • 122R - FICA Tax - Enlisted • 2100 - General Operational INCONUS Travel. The travel object class may vary. See FINCEN SOP, Appendix F (http://www.fincen.uscg.mil/sop/appendix/appenf.pdf), 2100 series for a complete listing of travel and pay related object class codes.

2.D.4 How to Process an ADOS-AC Order

2.D.4.1 Introduction

The below stages shall be followed in the ADOS-AC Order Process

2.D.4.2 ADOS-AC Order Processing

This table describes the stages of the ADOS-AC order process.

Stage	Who Does It	When	What Happens
1	Member & Supervisor	At least 45 working days prior to the date of ADOS-AC	• Discuss desired consecutive/non-consecutive duty dates. • Coordinates duty days with unit.
2	Member or Designated Unit Reserve Orders Manager		• Complete the Request for ADOS-AC Orders through Direct Access (Reserve Orders module) • Route to the Unit Reserve Orders Manager.

Continued on next page

2.D.4 How to Process an ADOS-AC Order, Continued

Step	Who Does It	When	What Happens

3	Unit Reserve Orders Manager	Within 2 days of receipt of request	• Creates the Request for Reserve Orders in Direct Access if member is unable.
			  • Enters TONO and Accounting Data provided by unit (if short-term).
			  • Completes Per Diem Entitlements (if applicable).
			  • Completes Other Authorized Expenses (if applicable).
			  • Completes Partial Entitlements Tab.
			• Verifies all readiness requirements (ASQ, medical, dental, security, etc.).
			• Verifies Personal Information is current.
			• Verifies no other duty/drills are scheduled during timeframe desired.

4	Supervisor or Reserve Orders Manager	Within 2 days of receipt of request	• Approve request in Direct Access and forward to the servicing District for final approval Or • Disapprove request and forward back to member/unit.
5	District	Within 5 days of receipt of request	• Verifies all previous information. • Reviews TONO. • Approves the orders. • Ensure the member has a security clearance if required.
6	Member's Unit	Prior to member's arrival at ADOS site	If ADOS-AC is over 60 days, forward Medical/Unit PDR to ADOS-AC site.

Continued on next page

2.D.4 How to Process an ADOS-AC Order, Continued

Stage	Who Does It	When	What Happens
7	SPO **** Note, Verify that member is not receiving military retired pay or any type of disability compensation from the Department of Veterans Affairs.***	Within 2 days of receipt of an approved request	• Ensure member has sufficient obligated service to cover the ADOS-AC period. • Verify direct deposit. • Complete Standard Travel Orders using the Reserve Orders transaction in Direct Access. • Complete other Direct Access pay transactions if the member as necessary (e.g. If member is entitled to SDAP or COLA while on ADOS-AC). • Maintain approved request and copy of orders in SPO files and PDR for 1 year. In cases where the ADOS-AC is for 60 or more days: 1. Review and mail the SPO PDR to the SPO servicing the ADOS-AC site. 2. Set up tracking of completion date of ADOS-AC period.
8	Member	As directed by orders	• Obtain new I.D. card at nearest issuing unit if ADOS-AC is over 30 days. • Report to ADOS-AC site.
9	ADOS-AC site	Member reports for ADOS-AC	• Reports actual reporting date to SPO. • Notify SPO if member deviates from orders by reporting at a different time or fails to report.

10	SPO	Upon notification	• Reserve Orders transaction.
			  • Completes actual report/depart dates.
			  • Completes the Travel Report Dates section.
			  • Validated partial entitlements and BAH.
			  • Starts appropriate pay and allowances.

Continued on next page

2.D.4 How to Process an ADOS-AC Order, Continued

Stage	Who Does It	When	What Happens
11	ADOS-AC site	Member completes ADOS-AC	Reports actual depart date to SPO • Endorse Travel Orders to show: (1) date and time member reported and departed, and; (2) availability of Gov't qtrs/mess. • Fax copy of endorsed Travel Orders to SPO on the same day. • Complete a performance evaluation using Direct Access. **(181 days or more)** Submit separation paperwork, e.g. SOI.
12	SPO	Within 2 days of receipt of endorsed Orders	Less than 181 days: • Enters number of days leave sold upon completion of orders. 181 or more days: • (181 days or more) Receives separation information from the member's duty command. Processes member RELAD in the Separations Module.
13	Member	Within 3 days following completion of travel	Complete DD-1351-2 (Travel Voucher) and forward to unit with original Travel Orders.
14	Unit	Within 2 days of receipt from member	Complete administrative review of travel voucher and forward to PPC (tvl) for processing.

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Section Overview

Introduction

This section consolidates information on PCS travel, household goods, privately owned vehicle storage and pay entitlements for members ordered to Patrol Forces Southwest Asia (PATFORSWA), Bahrain or a cutter deployed (for a year or more) in support of Operation Iraqi Freedom.

In this section

Topic ID	Topic	See Page
2.F.1	Mobile Unit Designation	2-F-2
2.F.2	PCS Travel	2-F-3
2.F.3	PCS Orders Remarks	2-F-4
2.F.4	HHG/Unaccompanied Baggage	2-F-5
2.F.5	POV Transportation/Storage	2-F-7
2.F.6	Station Allowances (OHA and COLA)	2-F-8
2.F.7	Allowances for Members With Dependents (FSA, DLA, BAH, OHA and COLA)	2-F-9
2.F.8	Basic Allowance for Subsistence	2-F-11
2.F.9	Hardship Duty Pay, Imminent Danger Pay and Combat Allowances	2-F-12
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2.F.1 Mobile Unit Designation

2.F.1.1 Mobile Unit Designation for PATFORSWA Cutters

Per Coast Guard Pay Manual, COMDTINST M7220.29 (series), 4.b.5.e, members ordered to serve on PATFORSWA cutters are considered to be assigned to a “Mobile Unit”. They receive the same PCS, Household Goods (HHG), Privately Owned Vehicle (POV) storage, and travel entitlements as those personnel assigned ashore to PATFORSWA. Members assigned to mobile units (other than those assigned in an administrative capacity) are entitled to continuous career sea pay (and career sea pay premium, if otherwise eligible) on the same basis as members assigned to other Coast Guard vessels.

2.F.2 PCS Travel

2.F.2.1 Introduction

This section provides information on PCS travel entitlements for members ordered to PATFORSWA.

2.F.2.2 PCS Travel

Members will receive PCS Orders from their current duty station to PATFORSWA. They also receive TAD Orders to SMTC-DTD located in Portsmouth, VA for the duration of Pre-Deployment training.

Note: Due to the complexity associated with payment of TDY/PCS travel entitlement throughout a member's preparation for deployment to PATFORSWA, request for PCS/TEMDU orders will normally not be granted. All PCS/TEMDU requests must be approved in advance and directed for consideration to PATFORSWA.

Following Pre-Deployment training, members either go on leave or return to their current Duty Station. When they depart their PDS they are authorized an overnight delay en route prior to departing CONUS. Members are entitled to 2 additional travel days for the flight OCONUS to Manama, Bahrain.

Members without dependents are authorized:

- PCS travel entitlements from their old PDS via airport used for OCONUS flight for transportation to Manama, Bahrain. Members are not allowed round-trip travel between a TDY station and designated place.
- Members are directed to travel via commercial air form their PDS utilizing the GTCC Centrally Billed Account.

Members with dependents are authorized:

- PCS travel entitlements from their old PDS via the designated place per JTR par. 5120-g to assist their dependents in relocating before reporting TAD/TDY to Portsmouth for training.

Continued on next page

2.F.2 PCS Travel, Continued

2.F.2.2 PCS Travel (cont'd)

- Dependents can remain at their current location or travel to a designated place. A designated place is the location where the dependents will establish a permanent residence while the member serves a dependent restricted tour in Bahrain. The designated place can be any location in CONUS or OCONUS locations as indicated in JTR par. 5120-g.

- Designated places must be authorized by CG PSC (PSD-FS) Use form CG-2025A, Housing Allowance Protection Worksheet (http://www.uscg.mil/ppc/forms/) for requesting BAH or OHA at a designated place of dependents, or if eligible, the previous duty station (BAH location only).

2.5.3 PCS Orders Remarks

2.F.3.1 Introduction

Include these standard remarks on all PCS orders for members assigned to PATFORSWA:

2.F.3.2 PCS Orders Remarks

Include these remarks in the PCS order notes:

```
A.  THESE ORDERS CONSTITUTE A PCS MOVE FM _____________________   FOR FURTHER
ASSIGNMENT TO BAHRAIN VIA AUTH DELAY IN STERLING, VA.
B.  DEPN INFO:  WILL BE TRAVELING OOA_____________TO DESIGNATED LOCATION OF
_______________.    OR   DEPENDENTS NOT RELOCATING AT THIS TIME.
C.  IAW JTR par. 5000:  ENTITLEMENTS DEPEND ON THE MBR & DEPN INDIVIDUAL
TRAVEL CIRCUMSTANCES. TRAVEL SETTLEMENTS WILL BE DETERMINED BY PPC (TVL) BASED
ON TYPE OF ORDERS/TRAVEL VOUCHER AND ACTUAL TRAVEL PERFORMED.
D.  MBR NOT AUTH POV SHIPMENT TO BAHRAIN- COMMAND RESTRICTED, IAW JTR par.
5326-F.
E.  MBR AUTH POV STORAGE IN LIEU OF SHIPMENT AT GOVT EXPENSE IAW JTR par.
5380.
STORAGE OF A POV NOT AUTH IF A POV IS SHIPPED TO DESIGNATED PLACE FOR DEPN
USE.
POV SHIPMENT TO DESIGNATED PLACE IS IAW JTR par. 5378.
F.  AUTH GTR TRANSPORTATION FROM _____________________ TO BAHRAIN VIA STERLING,
VA, MOST COST ADVANTAGEOUS TO THE COAST GUARD.
G.  OFFICIAL DISTANCE (MILEAGE)__________ FM  __________TO
H.  DLA NOT AUTHORIZED FOR SINGLE MEMBERS.  MANDATORY GOV'T QUARTERS. OR AUTH
ADVANCE DLA WITH DEPENDENTS FOR PAYGRADE ___ IN THE AMOUNT OF $__________
(80% MAX) IAW JTR par. 5438.
I.  MBR WAS COUNSELED ON TLE ENTITLEMENTS IAW JTR par. 5434.
J.  TVL ADVANCES REQUESTED THE AMOUNT OF $_________, (EXACT AMOUNT) CHARGED
AGAINST THE COAST GUARD. or  TVL ADV NOT REQUESTED.
PER DIEM:
      MBR:  $116.00 X (TVL DAYS) = _______________
      DEPN: $87.00 X
      DEPN: $58.00 X
      MALT:
(# OF TRAVELERS):    (MILEAGE) X       (CENTS) = _____x 80% =____
K.  ADV PAY NOT REQUESTED. OR REQUESTED ADV PAY FOR ___ MONTHS  or SPECIFIC
AMOUNT TO BE LIQUIDATED OVER 12 MONTHS.
L.  AUTH PARTIAL SHIPMENT OF HHG'S NOT TO EXCEED COMMAND RESTRICTED WEIGHT OF
600 LBS.   AUTH SHIPMENT OR NTS OF REMAINING HHG'S FOR PAYGRADE ____ WITH or
WITHOUT DEPN RATE IAW JTR 5202-4.
M.  IAW JTR APPENDIX G, REIMBURSEMENT FOR PASSPORT FEES, VISA, AND LEGAL
SERVICES ARE AUTHORIZED FOR A MEMBER ASSIGNED TO A FOREIGN OCONUS AREA.
N.  IAW JTR APPENDIX G-1, REIMBURSEMENT IS AUTHORIZED FOR NECESSARY TRAVEL AND
TRANSPORTATION-RELATED MISCELLANEOUS EXPENSES INCURRED ON OFFICIAL BUSINESS.
THESE EXPENSES INCLUDE: EXCESS BAGGAGE, BAGGAGE TRANSFER, BAGGAGE STORAGE
(WITH EXPLANATION), BAGGAGE CHECKING, CURBSIDE BAGGAGE CHECK-IN FEE
(REIMBURSEMENT OF A FEE CHARGED FOR THE USE OF OPTIONAL CURBSIDE BAGGAGE
CHECK-IN IS NOT AUTHORIZED).  A TIP, SEPARATE FROM THE FEE ITSELF, IS
REIMBURSABLE.
O.  MBRS LEAVE ADDRESS:
P.  SPO ADDRESS:
COMMANDER (SPO)
COAST GUARD PATROL FORCES SOUTHWEST ASIA NSA GSK, BANZ WAREHOUSE BAY 6
1 JUFFAIR AVENUE
MANAMA, KINGDOM OF BAHRAIN 09501
```

A template for these standard remarks is available in Direct-Access. The “Orders Note” code is “P4S”.

2.F.4 Household Goods/Unaccompanied Baggage

2.F.4.1 HHG/ Unaccompanied baggage

Bahrain is designated an administrative weight restricted area for Coast Guard personnel assigned to PATFORSWA. All members should be aware they will be required to reside in fully furnished government quarters equipped with communal TV and stereos.

- Storage space is limited, so members should only ship those personal effects that can be accommodated in their assigned quarters.

- Members are encouraged to bring their own personal laptop computers. While communal computers are provided in the flats, they are sometimes antiquated in nature and do not provide system function you may be accustomed to.

- Partial HHG /Unaccompanied baggage shipments to and from Bahrain are limited to 600 pounds. This 600 pound shipment must be determined PRIOR to any HHG's being placed in government or personal storage as there are no provisions to allow withdraw as a later time.

- Additional information/restrictions on HHG shipments to Bahrain can be found in Chapter 11 of the *The Personal Property Consignment Instruction Guide – Online (PPCIG-OL)* available online at: https://tops.ppcigweb.sddc.army.mil/ppcig/menu/query/country.do (Click the "*Country Instructions*" tab and search for Bahrain.)

For members without dependents, the HHG not shipped to Bahrain should be placed in NTS (non-temporary storage) at origin. Members with dependents may ship HHG to a designated place for dependents use or place them in NTS at origin.

2.F.5 POV Transportation/Storage

2.F.5.1 POV Transportation/ storage

Transportation:

- Coast Guard personnel assigned to PATFORSWA are not authorized shipment of a POV to/from Bahrain. However, a POV may be shipped to a designated place, including OCONUS, for use by the member's dependents in accordance with JTR, par. 5346-A.2. INCONUS shipment of POV is at the initial expense of the member pending travel claim reimbursement not to exceed standard mileage allowance.

- For those single members who ELECT to leave their POV at a location NOT in Government control (i.e. government funded/approved storage), there is no entitlement to return to that location to pick up your vehicle.

Storage:

- POV storage is authorized in lieu of a shipment. Since POV shipment to Bahrain is restricted by service regulations, members are entitled to storage of one POV at government expense under the provisions of JTR, par. 5372. The POV can be stored using the SDDC global POV storage program or self-procured by the member.

  For travel entitlement to the storage facility when accomplished concurrently with TDY enroute to the OCONUS PDS, see JTR, par. 5382-E. For information on POV storage see SDDC pamphlet *Storing Your POV* online at: http://www.sddc.army.mil/sddc/Content/Pub/8810/DBCN8810.pdf.

- Members must arrange to place their POV in storage prior to departing for Bahrain. Storage of a POV is not authorized if a POV is shipped to a designated place for dependents use.

2.F.6 Station Allowances

2.F.6.1 Station Allowances (OHA and COLA).

OHA is not authorized for members in Bahrain since all members will be assigned government leased quarters or shipboard berthing. While stationed in Bahrain members will be entitled to OCONUS COLA at the full without dependents rate. In accordance with par. 8008, JTR, COMDT (CG-1332) may authorize members with dependents concurrent payment of OCONUS COLA at the without dependent rate, and, if payable, CONUS COLA at the with-dependents rate for the designated place of dependents. Station allowances may also be authorized by COMDT (CG-1332) for dependents residing at a designated place OCONUS per Chapter 9 of the JTR. Requests for station allowances must be submitted before the dependents relocation.

2.F.6.2 Entitlements Summary

Exhibit 2.F.1 (page 2-F-15) lists the pay entitlements, described in this section, in a quick reference, tabular format.

2.F.7 Allowances for Members With Dependents

2.F.7.1 Introduction

This section provides information on allowances and entitlements for members with dependents assigned to PATFORSWA.

2.F.7.2 Dislocation Allowance (DLA)

Only members with dependents that relocate dependents to a designated place are authorized DLA.

2.F.7.3 BAH, OHA and COLA for Members With Dependents

To request BAH for either the previous duty station location, if eligible, or a designated place of dependents, or OHA for a designated place of dependents, members with dependents will submit a CG-2025A, Housing Allowance Protection Worksheet (http://www.uscg.mil/ppc/forms/) to Commander, PSC (PSD-FS) for processing.

For a member stationed OCONUS (non-BAH location), OHA cannot be requested for a previous duty station location, only for a designated place of dependents.

The payment of BAH based on a previous duty station may be authorized if the member permanently resided with their dependents while serving at the previous duty station, and the member has no intention of relocating their dependent from their residence . If the distance between the previous duty station and the dependents location caused the member to establish a separate private residence from their dependents, the member is considered as not residing with their dependents and BAH will be based on the dependents location.

Note: Members who receive BAH or OHA with dependents **based on the payment of child support** are not eligible to submit a CG-2025A. **Effective upon their PCS reporting date, these members are entitled to receive BAH-DIFF ONLY**, if otherwise so entitled per Section 3-B-6 of the Coast Guard Pay Manual, COMDTINST M7220.29(series). If a member acquires a dependent(s) during their OCONUS assignment which changes their dependency status to a member with-dependents, the member will complete and submit a CG-2025A to request BAH or OHA for the designated place of their dependent(s).

Continued on next page

2.F.7 Allowances for Members With Dependents, Continued

2.F.7.3 BAH, OHA, and COLA (cont'd)

COLA Entitlement:

If BAH is authorized for a previous duty station location, CONUS COLA, by law, cannot be paid for the previous duty station location, only the dependent's location.

If BAH or OHA is authorized for the dependents location, COLA will be based on the dependents location.

Upon processing the CG-2025A, COMDT (CG-1332), will mail the member a memo authoring the housing allowance for either the designated place of dependents, or if eligible, the previous duty station. COMDT (CG-1332) scans the memo and e-mails it to the PATFOR SWA (SPO) and CG (PPC) (MAS) and (FAR).

2.F.7.4 FSA

Members with dependents, including member-married-to-member (see Coast Guard Pay Manual, COMDTINST M7220.29(series), Section 3-H-12), are entitled to FSA. The current rate for FSA is $250 per month.

2.F.7.5 Entitlements Summary

Exhibit 2.F.1 (page 2-F-15) lists the pay entitlements, described in this section, in a quick reference, tabular format.

2.5.8 Basic Allowance for Subsistence

2.F.8.1 BAS

Officers	Officer BAS
Enlisted Members Assigned ashore	Enlisted BAS
While deployed to a cutter	Enlisted BAS-ESM (Essential Station Messing) less DMR (Discount Meal Rate) deduction.

2.F.8.2 Entitlements Summary

Exhibit 2.F.1 (page 2-F-15) lists the pay entitlements, described in this section, in a quick reference, tabular format.

2.5.9 Hardship Duty Pay, Imminent Danger Pay and Combat Allowances

2.F.9.1 Hardship Duty Pay, Imminent Danger Pay and Combat Allowances

Some members assigned to PATFORSWA may be eligible for one or more of the following entitlements. Consult the references listed below to determine eligibility:

Entitlement	Reference
Hardship Duty Pay – Location	Sec. 4.A CG Pay Manual
Combat Tax Exclusion	Sec. 8.G CG Pay Manual
Combat SGLI Allowance	Sec 7.B PPPM (PPCINST M10002.)
Imminent Danger/Hostile Fire Pay	Sec 4.H. CG Pay Manual
Responsibility Pay (for cutter COs)	Sec 4.D. CG Pay Manual
Savings Deposit Program	Sec 7.C. PPPM (PPCINST M10002.) *Note: Ensure members desiring to make cash deposits are counseled to send checks to the USCG PPC, not DoD-DFAS.

See the Special and Incentive Pays chapter in the DA Online Manual for SPO procedures: http://www.uscg.mil/ppc/spoman

2.F.9.2 Entitlements Summary

Exhibit 2.F.1 (page 2-F-15) lists the pay entitlements, described in this section, in a quick reference, tabular format.

2.F.10 PDR Handling

2.F.10.1 PDR Handling

Note: Check the online version of this section at http://www.uscg.mil/ppc/pppm/chap02.pdf for updates to this page.

Ship SPO PDR's via rapid and accountable means. Below are different addresses to be used based on the means you are sending the PDR. Ensure you read the below in full before deciding on the mailing address to use.

If mailing via FEDEX mail to:	If mailing via any other accountable means (USPS, DHL etc...) mail to the address in TOPTS/JUMPS:
COMMANDING OFFICER (SPO) USCG PATFORSWA NSA GSK, BANZ WAREHOUSE BAY 6 1 JUFFAIR AVENUE JUFFAIR, BAHRAIN 09501	COMMANDING OFFICER (SPO) USCG PATFORSWA PSC 851 BOX 110 FPO AE 09834-0002

2.F.11 Points of Contact

2.F.11.1 Points of Contact

Note: Check the online version of this section at http://www.uscg.mil/ppc/pppm/chap02.pdf for updates to this page.

CG PATFORSWA SPO:

- YNC at 011-973-3930-1088
- AO DSN 318-439-3134
- Email: D05-DG-PATFOR-YN-SPO@uscg.mil

HHGs/POV Storage/Relocation of Dependents (OCONUS):

- Commandant (CG-1332) at (202) 267-1646

Operations/Mission issues: BAHRAIN:
COMMANDER
USCG PATFORSWA
UNIT 3950
FPO AE 09501-3950
Tel: 011-973-3966-0389
Fax: 011-973-1785-4718 or DSN: 318-439-4718

If unable to contact please contact:

SMTC-DTD:
PATFORSWA Stateside Admin Support
Tel: (757) 295-2234
Cell: (757) 285-3799
Fax: (757) 295-2217
D05-DG-PDTADMIN@uscg.mil

US CENTCOM
Exhibit 2.F.1 US CENTCOM
CUTTER AND SHORE-BASED PERSONNEL PAY ENTITLEMENTS

PAY AND ENTITLEMENTS BASED ON DEPENDENCY STATUS

Member Status	(BAH)	CONUS Cost of Living Allowance (COLA)	OCONUS COLA w/ out dpn (FULL)	Family Separation Allowance ($250/month) [3]	Reimbursement of (POV Storage) [4]
Married	BAH w/dpn [1]	YES [1]	YES	YES	YES
Married to service member (w/out child dependent)	NO	NO	YES	YES	YES
Married to service member (w/ child dependent)	NO [2]	NO[2]	YES	YES	YES
Single w/ child support	BAH-diff only	NO	YES	NO	YES
Single w/out dependents	NO	NO	YES	NO	YES

Benefit Gaps Matrix

1.Shipment of Household Goods (600 lbs of unaccompnied bagage)
a.Prior to 04 April 2006, personnel assigned to CENTCOM Cutters were not authorized to ship 600 lbs of unaccompanied baggage (IAW JFTR), a benefit enjoyed by CENTCOM shore-side personnel. As of 04 Apr 2006 Cutter crews have been assigned to a mobile unit and have taken advantage of this entitlement.

2. OCONUS COLA for CENTCOM Cutter Personnel:
a. Prior to 04 April 2006 personnel assigned to CENTCOM Cutters received per diem ($86.00) for days inport, not to exceed 5 days a month. CENTCOM shoreside personnel receive OCONUS COLA w/o. Cutter personnel who reported prior to 04 Apr 2006 still receive per diem up to 5 days a month, while Cutter personnel assigned after 04 Apr receive OCONUS COLA w/o

3. BAH w/Dependents for CENTCOM Cutter personnel.
a. Prior to 04 Apr 2006 Cutter personnel received BAH/w based on the homeport of cutter, regardless of the actual location of dependents. This resulted in pay inequities between the Cutters. After 04 Apr, Cutter personnel received BAH/w based on actual location of dependents.

4. Non-Chargeable Rest and Recuperation (NCR&R).
a. Personnel assigned to CENTCOM AOR who maintain 270 days "boots on the ground" in Irag or Afghanistan are entitled to 15 days of NCR&R.

Notes:
[1] BAH and COLA is based on dependents location unless otherwise designated by Commander, PSC (PSD-FS). Housing Allowance Protection Worksheet (CG-PSC-2025A) must be submitted to PSC for determination and approval. All OCONUS M-2-M w/minors should claim minors to be entitled to BAH-W.
[2] Member may be entitled to BAH w/ dpn and CONUS COLA at dependents location if they are claiming child on BAH/Dependency Data form vice spouse claiming. BAH Protection Worksheet required.
[3] FSA - All eligible members receive FSA-R, no one receives FSA-S.
[4] POV Storage - Member may store vehicle via government sponsored SDDC Global POV storage program or self-procure storage and submit claim for reimbursment. Member will be reimbursed up to government cost.

PAY AND ENTITLEMENTS REGARDLESS OF DEPENDENCY STATUS

Member Status	Level-3 Career Sea Pay/Time (CSEAPAY)[5]	(BAS) [6]	Per Diem (IE Portion)	Responsibility Pay ($50/ Month)	HDIP Vessel Boarding Search & Seizure (HDIP-VBSS) [7]	Imminent Danger Pay ($225/month)[8]	Combat Zone Tax Relief (CZTR)[9]	Combat SGLI [10]	Savings Deposit Program Participation[11]	IRA and Thrift Savings Plan (TSP)[12]	Rest and Recuperation (R&R) Leave Transportation [13]	Hardship Duty Pay for Location (HDP-L)
Cutter Mobile Unit Crew, Bahrain	YES	YES	NO	NO	YES	YES	YES	YES	YES	YES	YES	NO
Cutter Mobile Unit CO, Bahrain	YES	YES	NO	YES [14]	YES	YES	YES	YES	YES	YES	YES	NO
Shore-Based members, Bahrain	NO[15]	YES	NO	NO	NO	YES	YES	YES	YES	YES	YES	NO
RAID @ Army Base in Kuwait	YES[14]	YES	NO	NO	YES	YES	YES	YES	YES	YES	YES	YES[16]

Notes:
[5] CSEAPAY - Member receives continuous career sea pay unless member exceeds 30 days ashore, IAW Section 4-B of USCG Pay Manual. Career Sea time runs continuously with CSP; when CSP suspended, career sea time counter goes into neutral until CSP is re-started. CSP-PREM is payable if current career sea time counter exceeds 36 months.
[6] Enlisted members will have Daily Discount Meal Rate deducted from BAS; PAYGO rules apply to officers.
[7] HDIP-VBSS - designated boarding teams only - Commanding Officers will authorize via written correspondence and verify requirements of section 4-E of USCG Pay Manual are met.
[8] IDP – Areas defined by SECDEF.
[9] CZTR areas designated by the President or Congress. Applies to all taxable income (up to highest enlisted pay grade (MCPO-CG) plus imminent danger pay), including any bonuses earned while member is in the area (SRBs & Career Status Bonus (CSB) and the Basic Pay for all leave earned in the CZTR area. Federal & State Income Taxes not withheld, however, FICA tax is withheld. Although most states follow Federal rules concerning CZTR, some do not & will still require payment of state income taxes even though SITW not applied to military pay in CZTR areas. See Section 8-A of USCG Pay Manual for details.
[10] Government pays for $400K of SGLI, plus Traumatic SGLI (TSGLI).
[11] SDP – Members may make an allotment or directly deposit up to $10K with 10% annual interest guaranteed on average quarterly balance. Cannot exceed unallotted pay earned in theatre. May not use advance pay for SDP deposit. See Section 6-F of USCG Pay Manual.
[12] Members may make contributions to IRA and TSP (including special & incentive pays for TSP only), NTE Internal Revenue Code limits.
[13] One R&R trip at government expense per 12 month tour.
[14] Augment crew CO only receives Resp Pay during periods actually in command afloat. At no time will RSPLTY PAY be paid concurrently to more than one officer assigned to the same vessel. Acting CO for less than 30 days is not entitled to RSPLTY PAY.
[15] Member receives sea pay for each day TDY to a CSP-eligible vessel, IAW Section 4-B of USCG Pay Manual. So-called 7th cutter crew is now a mobile unit & receives CSEAPAY same as regular crew members.
[16] Capped at $100/month due to IDP eligibility

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